



Leigh-on-Sea Town Council

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Chairman: Cllr Doug Cracknell | **Vice Chairman:** Cllr Keith Evans

Town Clerk: Helen Symmons PSLCC



MINUTES OF A MEETING
FINANCE & GOVERNANCE COMMITTEE
TUESDAY 2ND NOVEMBER 2021
Leigh-on-Sea Community Centre

Present Cllrs: David Bowry (Chairman), Keith Evans and Anita Forde

Absent: Cllrs: Vinice Cowell, Doug Cracknell, Jill Healey and Carole Mulroney

In Attendance: Helen Symmons (Town Clerk)

The meeting opened at 7.30pm

1. CHAIRMAN'S ANNOUNCEMENTS

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

2. APOLOGIES FOR ABSENCE

Cllrs: Cowell, Cracknell, Healey and Mulroney

3. DECLARATION OF MEMBERS' INTERESTS

Cllr Evans declared a non-pecuniary interest as a Southend Borough Blenheim Ward Councillor for any agenda items connected to Southend Borough Council and any grant applications within his ward.

4. APPROVAL OF THE MINUTES

The minutes of the meeting 4th May 2021 were **AGREED** as an accurate record of the meeting and signed.

5. PUBLIC REPRESENTATIONS

Thank you correspondence for previous grant applications was noted.

6. TOWN CLERK'S REPORT

The Town Clerk provided an update on the information board and CCLA property fund and the Committee **NOTED** the report.

POLICY DECISIONS

7. RESERVES POLICY - **Agenda item 7**

The Committee **RESOLVED with recommendation to Council** the new policy.

8. REVIEW OF CO-OPTION PROCEDURES – **Agenda item 8**

The Committee **RESOLVED with recommendation to Council** the reviewed procedures along with the proposed application form.

RESOURCES

9. SPATIAL PLAN – **Agenda item 9**

The Committee **RESOLVED** to hold a PDG meeting to undertake a review of the plan.

10. STRATEGIC PLAN

The Committee **RESOLVED** to contract Local Council Consultancy (LCC) in producing the 2023-2027 Strategic Plan.

The Committee **RESOLVED** to allocate 5 days in total for the work with a review mid-way to assess progress.

FINANCIAL

11. COMMITTEE BUDGET 2021/22 UPDATE

The Committee **NOTED** the accounts.

12. ANNUAL BUDGETING PROCESS **Agenda item 12**

The Committee **RESOLVED** the draft F&G Committee budget **with recommendation to Council**.

The Committee **RESOLVED** the draft Staffing and Community & Culture Committees' budgets **with recommendation to Council**.

The Committee **RESOLVED** the draft Council budget **with recommendation to Council**.

13. QUARTERLY FINANCE CHECK

The Committee **NOTED** the report

14. BANK RECONCILIATION CHECK

The Committee **NOTED** the report.

CONFIDENTIAL

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

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)

16. LEIGH COMMUNITY CENTRE DEBTOR **Agenda item 16**

In view of the unfortunate circumstances, the Committee **RESOLVED** to write off a debt of £190.40 + VAT.

17. GRANT AID AWARDS – **Agenda item 17**

The Committee **RESOLVED** the following awards:

Leigh SEND families support group	£326.40 LCC hire
Beat IT Cancer Rehab	£500 LCC hire and storage
PEAC(e)	£300 LCC hire
Counselling & Support Services	£200 LCC hire
Active Life	£200 LCC hire
Endeavour Trust	£200 LCC room hire
Southend Drama Society	£100 to provide tickets to families within Leigh precept area with financial difficulties.
Leigh Folk Arts Assoc	£500 Garden Gatherings (retrospective)
Yantlet	£250 Community Garden & winter supper
Lita Freegard fitness	£250 hall hire at LRBC and equipment
Art Ministry	£500 Children's programme art & craft events
Carers First	£250 LCC hire

The Committee deferred making a decision for Gift Card CIC as more information is required. The Committee **RESOLVED** that the Town Clerk in consultation with the Chairman of the Committee be delegated to review and decide upon the application once the further information was received.

The Committee deferred making a decision for Safe Sun as they felt it was a project that they would like to explore in joint partnership with the applicant as it would be 'good for Leigh'. The Town Clerk will therefore make contact and arrange for a meeting.

The meeting closed at 8.54 pm