



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 Keith Evans | **Vice Chairman:** Cllr Dr. David Bowry
Town Clerk: Helen Symmons PSLCC



MINUTES OF A MEETING
FINANCE & GOVERNANCE COMMITTEE
TUESDAY 1st November 2022
Leigh-on-Sea Community Centre

Present Cllrs: David Bowry, Vinice Cowell, Doug Cracknell, Keith Evans, Anita Forde, Jill Healey, Paul Gilson and Andy Wilkins

Absent: Cllr: Carole Mulroney

In Attendance: Ingmar Lindberg-Jones (Administration Assistant) to record the minutes

The meeting opened at 7.30pm

28. CHAIRMAN'S ANNOUNCEMENTS INCLUDING HOUSEKEEPING

The Chairman welcomed all to the meeting:

29. APOLOGIES FOR ABSENCE

Cllr: Mulroney

30. DECLARATION OF MEMBERS' INTERESTS

Cllrs Evans declared a non-pecuniary interest as a Southend City Councillor for any agenda item where the City Council were mentioned.

Cllrs Evans and Wilkins declared a non-pecuniary interest for the Yantlet Residents Association Grant award.

31. APPROVAL OF THE MINUTES

The minutes of the meeting 6th September 2022 were **AGREED** as an accurate record of the meeting and signed.

32. PUBLIC REPRESENTATIONS

None

33. TOWN CLERK'S REPORT

The Committee **NOTED** the report

POLICY DECISIONS

There were no policies due for review at this meeting.

RESOURCES DECISIONS

34. OLD MESS ROOM FURTHER LEASE NEGOTIATION

The Committee **NOTED** the report

35. REPORT FROM WARM SPACES WORKING PARTY

The Committee **NOTED** the report

36. RECOMMENDATION FROM C&C COMMITTEE REGARDING COMMUNITY CAFÉ **Agenda item 9**

The Committee **RESOLVED to recommend to Council** that the operation of the café be incorporated in to the Council structure.

FINANCIAL

37. COMMITTEE AND COUNCIL BUDGET UPDATE 2022/23 **Agenda item 10**

The Committee **RESOLVED** that the Elections Earmarked reserve be used to fund the by elections shortfall in the current financial year if needed.

38. INTERNAL AUDIT – INTERIM REPORT

The Committee **NOTED** the report

The Committee thanked the Town Clerk and the Assistant Responsible Financial Officer for their work.

39. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST COUNCIL MEETING **Agenda item 12**

The Committee **RESOLVED with recommendation to Council** the expenditure.

40. QUARTERLY FINANCE CHECKS

The Committee **NOTED** the report

41. BANK RECONCILIATION CHECKS

The Committee **NOTED** the report

42. BANK ACCOUNT BALANCES AS AT 25TH OCTOBER 2022

The Committee **NOTED** the report

43. ANNUAL BUDGETING PROCESS **Agenda item 16**

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**.

CONFIDENTIAL

44. 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)

45. GRANT AID AWARDS

The Committee **RESOLVED** the following grants:

Yantlet Residents Association	£150	Garden event (Coronation linked)
Lady McAdden Breast Cancer	£500	£282 Room Hire, £218 advertising
LOS SEND Families support	£210	Room hire
4 th /6 th Leigh Scouts	£500	Refurbishment of Coal Hole
Southend Area Bus Users Group	£224	Room hire
Izzy Bee Studios	£500	Room hire

Cllr Evans and Wilkins did not partake in the vote for the Yantlet Residents Association grant award.

The meeting closed at 20:24 pm