



Leigh-on-Sea Town Council

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



MINUTES OF A MEETING
FINANCE & GOVERNANCE COMMITTEE
TUESDAY 6TH SEPTEMBER 2022
Leigh-on-Sea Community Centre

Present Cllrs: David Bowry, Vinice Cowell, Doug Cracknell, Keith Evans, Jill Healey, Carole Mulrone and Andy Wilkins (from minute 17)

Absent: Cllr: Anita Forde and Paul Gilson

In Attendance: Helen Symmons (Town Clerk) and Cllr Leslie Parris

The meeting opened at 7.30pm

11. CHAIRMAN'S ANNOUNCEMENTS INCLUDING HOUSEKEEPING

The Chairman welcomed all to the meeting:

12. APOLOGIES FOR ABSENCE

Cllrs Forde and Gilson

13. DECLARATION OF MEMBERS' INTERESTS

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

14. APPROVAL OF THE MINUTES

The minutes of the meeting 28th June were **AGREED** as an accurate record of the meeting and signed.

15. PUBLIC REPRESENTATIONS

None

16. TOWN CLERK'S REPORT

The Committee **NOTED** the report.

POLICY DECISIONS

17. RECRUITMENT & SELECTION POLICY & PROCEDURE **Agenda item 7**

Cllr Wilkins joined the meeting

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

18. VOLUNTEER POLICY **Agenda item 8**

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

RESOURCES

19. COMMUNITY ENGAGEMENT APP **Agenda item 9**

The Committee wished it minuted that it was noticeable that social media posts were now daily, current and engaging and felt it had raised the Council's profile further.

The Committee felt the addition of a Council app had enormous potential for great community engagement and **RESOLVED** the recommendation to create a Leigh Town Council community engagement app.

FINANCIAL

20. COMMITTEE AND COUNCIL BUDGET UPDATE 2022/23

The Town Clerk confirmed that an energy contract had been negotiated in August 2021 and implement in December 2021, therefore prices had been fixed before the enormous increases, although there was still an increase on the previous contract.

The Committee **NOTED** the report.

21. INSURANCE

The Committee **NOTED** the report.

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

The Committee **NOTED** the transfers and **RESOLVED** the expenditure **with recommendation to Council**

23. QUARTERLY FINANCE CHECKS

The Committee **NOTED** the report.

24. BANK RECONCILIATION CHECKS

The Committee **NOTED** the report.

25. BANK ACCOUNT BALANCES

The Committee **NOTED** the report.

26. INTERNAL AUDIT REPORT

The Committee wished it minuted that there had been excellent performance to achieve this favourable report. The Committee **NOTED** the report.

27. APPOINTMENT OF INTERNAL AUDITORS

The Committee **NOTED** the report.

The meeting closed at 7.59 pm