



Leigh-on-Sea Town Council

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Vice Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

MINUTES OF A MEETING POLICY AND RESOURCES COMMITTEE
TUESDAY 1ST MAY 2018
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Declan Mulrone (Chairman), Mark Bromfield, Jill Healey, Valerie Morgan, Carole Mulrone and Ron Owen

In Attendance: Helen Symmons (Town Clerk)

The meeting opened at 7.33pm

107. CHAIRMAN'S OPENING REMARKS

In the Chairman's absence, the Vice-Chairman became Chairman of the meeting and welcomed members to the last meeting of this Committee for the Council year. The appropriate housekeeping announcements were made.

108. APOLOGIES FOR ABSENCE

Cllr: Richard Herbert

109. DECLARATION OF MEMBERS' INTERESTS

Cllrs Bromfield, C Mulrone and D Mulrone declared a non-pecuniary interest in Agenda item 24 for the Leigh Folk Festival (Cllr Bromfield) and British Legion (Cllrs C & D Mulrone) applications.

110. APPROVAL OF THE MINUTES

The minutes of the meeting 6th March 2018 were **AGREED** and signed by the Chairman.

111. PUBLIC REPRESENTATIONS

There were none

112. TOWN CLERK'S REPORT

The Committee **NOTED** the report.

POLICY

113. REVIEW OF FINANCIAL REGULATIONS – **Agenda item 7**

The Committee **RESOLVED** the revised Regulations with **recommendation to Council.**

114. REVIEW OF STANDING ORDERS – **Agenda item 8**

The Committee **RESOLVED** the revised Standing Orders with **recommendation to Council.**

115. TERMS OF REFERENCE – **Agenda item 9**

The Committee **RESOLVED** the revised Terms of Reference with **recommendation to Council**.

116. INVESTMENT STRATEGY – **Agenda item 10**

The Committee **RESOLVED** the Investment Strategy with **recommendation to Council** and a request that the Town Clerk report on the current position at the Council meeting with regard to the UK Financial Services Compensation Scheme.

117. GENERAL DATA PROTECTION REGULATION – **Agenda item 11**

The Committee **RESOLVED** the Policies, Notices and Consent Form with **recommendation to Council**.

118. LEIGH TOWN YOUTH COUNCIL - **Agenda item 12**

The Committee **RESOLVED** to appoint the following members to the investigative group:

Cllrs: Anita Forde, Patrick Fox, Richard Herbert, Carole Mulroney and Vivien Rosier.

The Town Clerk will organise a date for their first exploratory meeting.

RESOURCES

119. STAFF – NATIONAL SALARY AWARD - **Agenda item 13**

The Committee **RESOLVED with recommendation to Council** that the additional expense of £3,064 be funded from the Salaries Earmarked Reserve.

120. LTC MAGAZINE

The Committee **NOTED** the report.

121. COMMUNITY SPECIAL CONSTABLES

The Committee **NOTED** the report.

REFERENCES FROM OTHER COMMITTEES

122. PERSONNEL SUB-COMMITTEE – **Agenda item 16**

The Committee received the minutes of the meetings and **RESOLVED** costs up to £1,000 for a confidential staffing matter from the P&R ancillary budget and £390 for a confidential staffing matter from the P&R Professional Fees budget. Payment for the latter is to be made upon receipt of the information expected.

FINANCIAL

123. CiL SURVEY– **Agenda item 17**

The Committee **RESOLVED** that a P&R PDG will be held to consider the survey and make a recommendation at the next P&R meeting with regard to any CiL project the Council could undertake. The Town Clerk will organise the meeting.

124. COMMITTEE AND COUNCIL BUDGETS 2017/18

The Committee **NOTED** the budgets and thanked the Town Clerk for the continual cost saving exercises in place.

125. QUARTERLY FINANCE CHECK

The Committee **NOTED** the report

126. BANK RECONCILIATION CHECK

Cllr D Mulrone confirmed that the final checks were being undertaken and any queries raised will be addressed.

127. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING – **Agenda item 21**

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

128. COUNCIL BANK ACCOUNT BALANCES AS AT 23rd April 2018

The Committee **NOTED** the balances.

CONFIDENTIAL

129. 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)

130. GRANT AID AWARDS – **Agenda item 24**

The Committee **RESOLVED** the following Grant requests:

Royal British Legion	£68 (LCC room hire)	Cllrs C & D Mulrone did not take part in this item
SABUG	£101.25(LCC room hire)	
N-Act Theatre in Schools	£495 (LCC room hire)	
Dementia Champion Volunteer	£230.40(LCC room hire)	
Leigh Folk Festival	£500 (Festival expenses)	Cllr Bromfield did not take part in this item
RNLI	£500 (Funding for Southend Station)	

The meeting closed at 9.01 pm