



Leigh-on-Sea Town Council

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Chairman: Cllr Valerie Morgan
Vice Chairman: Cllr Jill Healey
Town Clerk: Helen Symmons

MINUTES OF A MEETING POLICY AND RESOURCES COMMITTEE TUESDAY 30 th APRIL 2019 LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA
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Present Cllrs: Jill Healey, Valerie Morgan, Carole Mulroney, Declan Mulroney and Vivien Rosier

In Attendance: Helen Symmons (Town Clerk)

The meeting opened at 7.30pm

93. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the last meeting of P&R for this Council administration and in fact the last Council meeting. He made the appropriate housekeeping announcements and stated that he had enjoyed working with all the members that had been on the Committees over the past four years.

94. APOLOGIES FOR ABSENCE

Cllrs: John Duprey, Mark Bromfield and Ron Owen

95. DECLARATION OF MEMBERS' INTERESTS

There were none.

96. APPROVAL OF THE MINUTES

The minutes of the meeting 5th March 2019 were **AGREED** and signed by the Chairman.

97. PUBLIC REPRESENTATIONS

There were none.

98. TOWN CLERK'S REPORT

The Committee **NOTED** the report.

POLICY

99. TERMS OF REFERENCE - **Agenda item 7**

a) The Committee **RESOLVED with recommendation to Council** to rename the Community Committee to the Community & Culture Committee as they felt it reflected all aspects of the new Committee's remit once it began in May.

b) The item was discussed fully as there was concern that this Committee needed to be well attended by those members on it. It was also noted that the new Terms of Reference for the Planning, Highways & Licensing Committee do allow that when a member is unable to attend, a substitute member of the Council may be sent who will have full voting rights at the meeting. It was

therefore **RESOLVED with recommendation to Council** that meetings be held every 3 weeks commencing 21st May 2019.

100. REVIEW OF FINANCIAL REGULATIONS – **Agenda item 8**

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

101. REVIEW OF STANDING ORDERS – **Agenda item 9**

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

RESOURCES

102. LTC MAGAZINE

The Committee **NOTED** the report and had received good feedback themselves from residents.

103. COMMUNITY SPECIAL CONSTABLES

The Committee **NOTED** the report.

104. YOUTH GROUP

The Committee **NOTED** the report.

105. VOLUNTEERS – **Agenda item 13**

The Committee **RESOLVED** the recommended thank you event with the requested budget. Members felt it to be a good idea.

FINANCIAL

106. COMMITTEE AND COUNCIL BUDGETS 2018/19

The Committee **NOTED** the Income & Expenditure and Balance sheet and commented favourably.

107. ADJUSTMENTS TO EARMARKED RESERVES FIGURE – **Agenda item 15**

The Committee **NOTED** the Salaries EMR balance of £13,015

The Committee **RESOLVED with RECOMMENDATION to Council** that the Community Centre Salaries underspend as at 31st March 2019 be absorbed into the General Reserve.

The Committee **RESOLVED with RECOMMENDATION to Council** that the P&R Furniture and Equipment underspend as at 31st March 2019 be absorbed into the General Reserve.

108. QUARTERLY FINANCE CHECK

The Committee **NOTED** the report

109. BANK RECONCILIATION CHECK

The Committee **NOTED** the report and Cllr D Mulroney agreed to undertake the final month check of 2018/19.

110. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING – **Agenda item 22**

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

111. COUNCIL BANK ACCOUNT BALANCES AS AT 21ST FEBRUARY 2019

The Committee **NOTED** the balances.

CONFIDENTIAL

112. 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)

113. GRANT AID AWARDS – **Agenda item 21**

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

SABUG	£156.00	for LCC Room Hire
Havens Hospice	£168.00	for LCC Room Hire
Royal British Legion	£91.20	for LCC Room Hire
Leigh Folk Festival	£500.00	Event funding
Lions Club of Leigh	£500.00	for childrens' entertainment at the Leigh Regatta
Leigh Art Trail	£500.00	Event funding

The Town Clerk was asked to advise SAFE that at this time their funding request does not meet the Council's criteria but they are welcome to reapply in September tailoring the application to meet the Council's policy e.g. if they wished to seek room hire for an event.

The meeting closed at 8.35 pm