



Leigh-on-Sea Town Council

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Chairman: Cllr Paul Gilson
Vice Chairman: Cllr Andy Wilkins
Town Clerk: Helen Symmons *PSLCC*

MINUTES OF A MEETING FINANCE & GOVERNANCE COMMITTEE TUESDAY 20 th OCTOBER 2020 HELD ONLINE

Present Cllrs: David Bowry, Mark Bromfield (Chairman), Doug Cracknell, Keith Evans, Anita Forde, Jill Healey and Carole Mulroney

In Attendance: Helen Symmons (Town Clerk)

The meeting opened at 7.30pm

1. CHAIRMAN'S ANNOUNCEMENTS INCLUDING HOUSEKEEPING

The Chairman welcomed all to the meeting and read the virtual meeting protocol.

2. APOLOGIES FOR ABSENCE

Cllrs: Paul Gilson and Andy Wilkins

3. DECLARATION OF MEMBERS' INTERESTS

Cllrs Evans and Mulroney declared a non-pecuniary interest in any agenda item where Southend Borough Council were referenced, both being Southend Borough Councillors.

4. APPROVAL OF THE MINUTES

The minutes of the meeting 3rd March 2020 were **AGREED** and will be signed when physical meetings reconvene.

5. PUBLIC REPRESENTATIONS

The thanks for the Grant Awards were noted.

6. TOWN CLERK'S REPORT

The Committee **NOTED** the report.

POLICY DECISIONS

7. STAFF HANDBOOK - **Agenda item 7**

The Committee reviewed and **RESOLVED** the Handbook with **recommendation to Council**.

8. VEXATIOUS COMPLAINTS PROCEDURE - **Agenda item 8**

The Committee reviewed and **RESOLVED** the Procedure with **recommendation to Council**.

9. HEALTH & SAFETY POLICY – **Agenda item 9**

The Committee reviewed and **RESOLVED** the Policy with **recommendation to Council**.

10. TRAINING & DEVELOPMENT POLICY – **Agenda item 10**

The Committee reviewed and **RESOLVED** the Policy with **recommendation to Council**.

11. SAFEGUARDING POLICY – **Agenda item 11**

The Committee reviewed and **RESOLVED** the Policy with **recommendation to Council**.

RESOURCES

12. CIL PDG – **Agenda item 12**

The Committee **RESOLVED** to allocate £3,000 to build a street art wall at Leigh Marshes Skate Park.

13. COUNCILLOR BUSINESS CARDS AND LANYARDS – **Agenda item 13**

The item was discussed and following a proposal (Cllr Cracknell, seconded Cllr Mulroney) it was **RESOLVED** that business cards would not be supplied to Councillors.

Cllr Forde then proposed that lanyards be provided to Councillors (seconded Cllr Cracknell). This motion did not pass as there was not a majority in favour of the proposal.

14. DISCUSSION ITEM – LTC DEVICES FOR EACH MEMBER FOR COUNCIL BUSINESS ONLY

The Chairman advised that a motion had been submitted, which the Town Clerk confirmed would be presented to Council 10th November. Discussion was therefore deferred.

15. LTC MAGAZINE

The Committee **NOTED** the report and the Town Clerk confirmed that the magazine had been submitted for printing.

FINANCIAL

16. COMMITTEE AND COUNCIL BUDGETS 2020/21

The Committee **NOTED** the report.

17. ANNUAL BUDGETING PROCESS – **Agenda item 17**

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

The Committee **RESOLVED** the draft budgets from Committees **with recommendation to Council**.

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

18. QUARTERLY FINANCE CHECK

19. BANK RECONCILIATION CHECK

The Town Clerk advised that the bank reconciliation check could be completed at home by a Councillor but the Quarterly Finance check would need to be undertaken at the Community Centre with an area set aside for the Councillor only. Cllr Bromfield asked the Town Clerk to make arrangements for him to assist with checks.

20. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING – **Agenda item 20**

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

21. COUNCIL BANK ACCOUNT BALANCES AS AT 7TH OCTOBER 2020.

The Committee **NOTED** the balances

CONFIDENTIAL MATTERS

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

The Committee **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))

Start of confidential business

23. GRANT AID AWARDS – **Agenda item 23**

The Committee **RESOLVED** Grants as follows:

Friends of Love Leigh Cliffs	£500	Start up funding for equipment & planting
'Continuity of Carer' Midwife team	£162	LCC room hire (monthly)
PEAC(e)	£200	LCC room hire & advertising leaflets
Leigh Lymphoedema Support Group	£500	LCC room hire plus set up literature & marketing
Friends of Leigh Library Gardens	£500	Creation of community art project in Gardens

The Committee declined the following Grant at the present time subject to more information being received as to what events the group undertake in Leigh and what planned events in the future post COVID that will benefit Leigh:

Southend Community Events CIC	£500	Payment towards business running costs
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End of confidential business

The meeting closed at 9.32 pm