



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 2ND MAY 2023
Leigh-on-Sea Community Centre

Present Cllrs: David Bowry, Vinice Cowell, Keith Evans, Paul Gilson, Jill Healey, Carole Mulroney and Andy Wilkins

Absent: Cllrs: Doug Cracknell and Anita Forde

In Attendance: Helen Symmons (Town Clerk)

The meeting opened at 7.30pm

65. CHAIRMAN'S ANNOUNCEMENTS INCLUDING HOUSEKEEPING

The Chairman welcomed all to the meeting and made the housekeeping announcements.

66. APOLOGIES FOR ABSENCE

Cllrs: Cracknell and Forde

67. DECLARATION OF MEMBERS' INTERESTS

Cllr Mulroney declared a non-pecuniary interest in agenda item 16 as a member of Endeavour Trust and knowing the applicant for Blade Education. Cllr Evans declared a non-pecuniary interest in agenda item 16 as a performer in the Folk Festival. Cllr Wilkins declared a non-pecuniary interest in agenda item 16 as a volunteer for the Folk Festival.

68. APPROVAL OF THE MINUTES

The minutes of the meeting 7th March 2023 were **AGREED** as an accurate record of the meeting and signed.

69. PUBLIC REPRESENTATIONS

None

70. TOWN CLERK'S REPORT

The Committee **NOTED** the report

POLICY DECISIONS

71. PREPARATION OF ANNUAL REVIEWS OF COUNCIL GOVERNANCE **Agenda item 7**

The committee **RESOLVED with recommendation to Council** the reviewed Standing Orders, Financial Regulations and Terms of Reference.

72. OTHER ANNUAL COUNCIL MEETING DOCUMENT REVIEWS **Agenda item 8**

The Committee **RESOLVED with recommendation to Council** the reviewed Freedom of Information Publication Scheme, Press & Media Policy and Complaints Policy.

RESOURCES DECISIONS

73. RECOMMENDATION FROM C&C COMMITTEE **Agenda item 9**

Following a full discussion on the aspects of the community project, the location and enhancement it would bring to Library Gardens, the Committee **RESOLVED** that £5,000 of CIL funds be set aside for a community project in partnership with Friends of Leigh Library Gardens to install a mosaic piece in Library Gardens. The Arts Group of Leigh Town Council will work with the Friends group on the project.

FINANCIAL

74. COMMITTEE AND COUNCIL ACCOUNTS AS AT 31ST MARCH 2023

The Committee **NOTED** the report and recognised that earmarked reserves would be used for various expected expenditure items in the coming year.

75. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST COUNCIL MEETING **Agenda item 11**

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

76. QUARTERLY FINANCE CHECKS

The Committee **NOTED** the report. Cllr Evans completed the checks on 2nd May 2023.

77. BANK RECONCILIATION CHECKS

The Committee **NOTED** the report, although the final month check will be completed in the coming week before Councillors retire.

78. BANK ACCOUNT BALANCES AS AT 31ST MARCH 2023

The Committee **NOTED** the report.

CONFIDENTIAL

79. 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

80. GRANT AID AWARDS **Agenda item 16**

The Committee **RESOLVED** awards as follows:

Phoenix Rangers	£150
Friends of West Leigh Schools	£365 – room hire at LCC
Leigh Endeavour Trust	£387.50 – room hire at LCC
Counselling & Support Services	£229 – room hire at LCC
LTC Arts Group	£500
Blade Education	£222 – room hire at LCC
Leigh Folk Arts Assoc	£500
PEAC(e)	£216 – room hire at LCC
Art Ministry	£500

Friends of Leigh Library Gdns	£144 – room hire at LCC
Lions Club of Leigh	£325

Cllr Mulroney took no part in the request from Leigh Endeavour Trust and Blade Education.

Cllrs Evans and Wilkins took no part in the request from Leigh Folk Festival.

The Committee **RESOLVED** to decline the award for Parenting on Sea CIC as it did not meet the policy criteria.

This being the last meeting of the current Council year and administrative year, the Chairman thanked the Town Clerk and all staff for their work behind the scenes of the Council.

The meeting closed at 8:10 pm