



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP | Tel: 01702 716288  
www.leighonseatowncouncil.gov.uk

**Chair:** Councillor Bernard Arscott | **Vice Chair:** Councillor Sandra McCurdy



Minutes of the Finance and Governance Committee Meeting  
held on Tuesday 13 August 2024 at 7.30pm  
at Leigh-on-Sea Community Centre, 71-73 Elm Road SS9 1SP

## Present:

Chair: Councillor B Arscott

Councillor Dr D Bowry  
Councillor C Mulroney

Councillor J Lloyd  
Councillor C Watt

Councillor S McCurdy

Clerk of the meeting  
Public:

Mrs T Melhuish  
18

### FG24-13 Apologies for Absence

An apology for absence was received from Councillor Sutling.

**RESOLVED** that the apology be accepted.

### FG24-14 Declarations of Members' Interest

There were no declarations of interest.

### FG24-15 Public Participation

Councillor Mulroney asked the following questions on behalf of a resident and the Chair of the Committee, Councillor B Arscott responded where required:

1. The security of Councillor emails and the report from the IT contractor.

Answer – this was an internal matter which has been resolved. Councillor B Arscott to provide a written response to the resident.

2. What steps are being taken to answer other Freedom of Information requests

Answer – all information has been provided

3. Where are the individual budget costs for each Committee

Answer – they are contained within the financial reports and the AGAR

Other questions:

4. Agenda papers are not provided on the website

Answer – this is to be considered in due course

5. Title of the Proper Officer, RFO and Consultant Clerk attendance at meetings are not in the Minutes

Answer – not required and minuted as necessary

### FG24-16 Confirmation of Minutes

**RESOLVED** that the Minutes of the meeting held on 2 July 2024 be approved.

### FG24-17 Financial Report

Members received the following:

#### a. List of Payments

Members received the list of Payments for June and July 2024.

Councillor Mulroney asked several questions on payments made in May, June and July which were answered by the Chair of the Committee, Councillor B Arscott.

The list of payments for June and July were noted.

#### b. Bank Reconciliations

Members received the bank reconciliation to 31 July 2024.

The bank reconciliation to 31 July 2024 was noted.

**FG24-18 Budget Comparison 2024-25**

Details of the current Income and Expenditure for 2024-25 were not available for the meeting and the report will be circulated at a later time.

**FG24-19 Bank Reconciliation Verification**

Members noted that in line with Financial Regulation 2.2, the quarterly bank reconciliation verification for April, May and June 2024 was carried out by Councillor Suttling.

**FG24-20 Internal End of Year Audit 2023-24**

Following a question from Councillor Mulronee, the Consultant Clerk confirmed that despite the Internal End of Year Audit being carried out on 7 June 2024, the Report had not been received in time for the Council meeting held on 2 July 2024. It was chased and received on 4 July 2024.

Members noted the Internal End of Year Audit Report 2023-24 which was carried out on 7 June 2024 and any required action to be considered.

**FG24-21 Policy Reviews**

Members reviewed the following current Town Council Policies:

a. Health and Safety Policy

An amendment to the Policy – the Duty Caretaker will be the Safety Officer in the absence of the Town Clerk.

**RESOLVED** that with the above amendment the Health and Safety Policy be approved.

b. Vexatious Complaints Procedure

**RESOLVED** that subject to amendments being provided by Councillor Bowry, the Vexatious Complaints Procedure be approved.

c. Co-option Procedure

**RESOLVED** that the revisions to the Co-option Procedure be approved.

The Co-option Application Form to be considered at the next Committee meeting.

d. Investment Strategy

**RESOLVED** that the Investment Strategy be approved.

**FG24-22 Library Garden Mosaic**

Members considered the recommendation from the Community and Culture Committee following the meeting held on 16 July 2024

**RESOLVED** that the funding of up to £5,000 from CIL for the Library Garden Mosaic be approved.

**FG24-23 Freedom of Information Act 2000 – Decision Notice**

Members noted the Decision Notice from the Information Commissioner's Office dated 23 July 2024 and the required action.

**FG24-24 Exclusion of the Press & Public**

**RESOLVED** to exclude the press and public (The Public Bodies (Admission to Meetings) Act 1960) due to the confidential nature of the business to be transacted.

At 8.30pm, the members of the public left the meeting.

**Freedom of Information request**

Members discussed a Freedom of Information request recently received of which the information requested was of a confidential nature.

No further action to be taken at this time.

There being no further public business to be transacted, the Chair closed the meeting at 9.00pm.

The next meeting is being held on:

Tuesday 8 October 2024, 7.30pm  
at Leigh Community Centre

Signed Chair .....

Date: 8 October 2024