



# Leigh-on-Sea Town Council

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Chairman: Cllr Caroline Parker  
Vice Chairman: Cllr Paul Lawrence  
Town Clerk: Paul Beckerson

## MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE HELD ON TUESDAY 1<sup>st</sup> APRIL 2014 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Patsy Ryan (Chairman), Donald Fraser, Richard Herbert, Pat Holden, Paul Lawrence, Carole Mulrone, and Caroline Parker (Until Min 166)

In Attendance: Cllr Jerry Holden, Paul Beckerson (Town Clerk), 1 member of the press.

### ***The meeting opened at 7.31pm***

#### 158. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

#### 159. APOLOGIES FOR ABSENCE

Cllr Syrie Cox

#### 160. DECLARATION OF MEMBERS' INTERESTS

There were none.

#### 161. APPROVAL OF THE MINUTES OF THE MEETING OF 4<sup>th</sup> MARCH 2014

The minutes of the meeting of 4<sup>th</sup> March 2014 were agreed as a correct record and signed by the Chairman.

#### 162. AGENDA ORDER

The Committee **RESOLVED** to take agenda item 8 – Governance and Audit Working Party first.

#### 163. GOVERNANCE & AUDIT WORKING PARTY - 18<sup>th</sup> MARCH 2014 (Appendix 3 to the agenda)

Cllr Jerry Holden had a number of amendments he wished to put forward for consideration by the Committee. Members considered the best way of dealing with these and the amount of time it would take.

It was proposed that the report be deferred to the May meeting of F&GPC and that a further Governance and Audit Working Party meeting is arranged in the interim.

Proposed Cllr Richard Herbert; Seconded Cllr Donald Fraser.

The Committee **RESOLVED** to agree the proposal.

#### 164. MOTION REGARDING CALENDAR OF MEETINGS

That meetings of the Council and its Standing Committees are scheduled to take place on a bi-monthly basis - apart from the Planning and Licensing Committee,

Proposer: Cllr Richard Herbert

Seconder: Cllr Caroline Parker

An Amendment was proposed that bi-monthly be replaced with monthly and that Transport and Highways and Allotments are held quarterly.

On a point of order the Chairman ruled that the amendment was not valid as it rescinded the original motion under SO 6g.

A further amendment was put that meetings of the Council and FGPC remain monthly, that LCCC and LF&EC are held bi-monthly except August, T&HC and Allotments are held quarterly.

Proposed Cllr Pat Holden; Seconded Cllr Carole Mulroney.

A further amendment was put to have LCCC monthly; this was not allowed on a point of order under SO 6g.

The Committee **RESOLVED** to agree the amendment.

The Committee **RECOMMENDED** the amended motion for adoption by Council.

165. ANNUAL TOWN MEETING WORKING PARTY MEETINGS of 14<sup>th</sup> February and 14<sup>th</sup> March 2014 (Appendices 1 & 2 to the agenda).

The Committee **noted** the reports. Committee Chairmen were reminded that their reports had been due to be submitted to Helen Symmons by 31<sup>st</sup> March 2014.

166. NOTICE UNDER THE LOCAL GOVERNMENT PENSION SCHEME REGULATION

The Committee **RECOMMENDED** ratification of membership to the Council. The Committee referred the issue of clarification regarding "applicable" membership to the Personnel Sub-Committee

***Cllr Caroline Parker left the meeting***

167. PURCHASE OF ADDITIONAL DESK AND COMPUTER FOR USE BY THE EVENTS OFFICER

Members considered that an additional desk was not required, but approved the purchase of a computer at a cost of £951.64 to be met from the Furniture, Fixtures and Fittings budget, underspends from other 2013/14 budget heads be vired to cover the expense.

168. REPLACEMENT NOTICEBOARD LONDON ROAD OPPOSITE THE ELMS

The Committee **RESOLVED** to replace the board at an approximate cost of £650 ensuring best value to be met from the Renewals Budget.

169. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2347/GP as at 25<sup>th</sup> March 2014 (Appendix 4 to the agenda)

The Committee **RECOMMENDED** to Council that the following are carried forward as earmarked reserves:

Elections Budget £11,212; Renewals Fund £10,085; Legal Costs £375; Bursary Fund £671

The report was **noted**

170. REFERENCES FROM OTHER COMMITTEES

Allotments Committee 19<sup>th</sup> March 2014 – Minute 55

It is **RECOMMENDED to Council** that any unspent sums in the 2013/14 budget with the exception of the Staffing Budget (which will be subject to a year-end adjustment) be allocated to an earmarked reserve for Waste Clearance.

Leisure, Foreshore and Environment 20<sup>th</sup> March 2014 – Minute 81

The Committee **RECOMMENDED** to Council that any underspends in the LF&EC budget is used to fund the replacement brackets in addition to using the £1,000 Lights Capital Renewal Budget and that should there be a shortfall that this is funded from the GP Renewals Fund.

#### 171. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2346/FGP as at 25<sup>th</sup> March 2014 (Appendix 5 to the agenda)

The report was **noted**.

- Committee Income and Expenditure Report 2345/FGP as at 25<sup>th</sup> March 2014 (Appendix 6 to the agenda)

The report was **noted**.

#### 172. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 2344/I&E 25<sup>th</sup> March 2014 (Appendix 7 to the agenda)

Members **RECOMMENDED** the expenditure to Council and **noted** the income.

#### 173. BANK ACCOUNT BALANCES as at 25<sup>th</sup> March 2014 were **noted**.

***The meeting closed at 9.42pm***