



Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Syrie Cox
Town Clerk: Paul Beckerson

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QUALITY
TOWN
COUNCIL

MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE HELD ON TUESDAY 1st JULY 2014 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Donald Fraser (Vice Chairman), Jerry Holden, Pat Holden, Paul Lawrence and Carole Mulroney

In Attendance: Paul Beckerson (Town Clerk)

The meeting opened at 7.30pm

24. VICE CHAIRMAN'S OPENING REMARKS

The Vice Chairman welcomed members and wished to put on record his thanks to the Senior Administrator and the Town Clerk for working late until 10pm at night to ensure all the income transactions were entered to inform the meeting.

25. APOLOGIES FOR ABSENCE

Cllrs Syrie Cox, Richard Herbert, Caroline Parker, Patsy Ryan and Jane Ward

26. DECLARATION OF MEMBERS' INTERESTS

There were none.

27. APPROVAL OF THE MINUTES OF THE MEETING OF 3rd JUNE 2014

The minutes of the meeting of 3rd June 2014 were agreed as a correct record and signed by the Chairman.

28. FINAL INTERNAL AUDIT REPORT 2013/14 (Appendix 1 to the agenda)

The Committee **noted** the report.

29. GOVERNANCE & AUDIT WORKING PARTY - 13th June 2014 – Review of Standing Orders and Terms of Reference – (Appendix 2 to the agenda)

The Committee debated at some length the discussion that had taken place at the Governance and Audit Working Party relating to the formerly suggested amendment to 24(h) which gave the Chairman of Personnel Sub-Committee access to staff records and which was not accepted by the Working Party. The Chairman of Personnel Sub-Committee quoted verbally from some advice she had received from EALC regarding this subject.

Cllr Carole Mulroney wished her dissent from any move to give a Councillor direct access to staff records to be recorded.

In conclusion the Committee **RECOMMENDED** the Standing Orders and Terms of Reference to Council as agreed by the Governance and Audit Working Party with some minor corrections on pages 14, 16, 17 and 24 (Numbering and one grammar correction).

30. RESOLUTION TO CONDUCT AN APPRAISAL OF THE TOWN CLERK'S PERFORMANCE AS PER STANDING ORDER 27c (24c New Standing Orders).

The Committee **RESOLVED** to pass the resolution.

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

That in view of the confidential nature of the business to be transacted in item 32 the public and press be temporarily excluded and they are instructed to withdraw (SO.1(c)) - (contractual)

32. PURCHASE AND INSTALLATION OF NEW SERVER – Report 2372/PB (Appendix 3 to the agenda)

Start of confidential business

The Committee **RESOLVED** to waive financial regulation 11(b) under 11(c) and to accept the lowest quotation from IT-Helpdesk-Co in the sum of £6,080 to be funded from the renewals budget.

End of confidential business

33. RATIFICATION OF CAFETERIA LICENCE (Appendix 4 to the agenda)

The Committee added to the particulars a definition of the outside area outlined in blue.

The Committee **RECOMMENDED** approval of the revised licence to Council.

34. STATUS OF LCC MANAGER WHEN IN ATTENDANCE AT A LCC COMMITTEE MEETING

The Committee **RECOMMENDED** to Council that the description of member be changed to participant with full speaking rights to avoid confusion with member of Council.

35. THE PROVISION OF COFFEE AT FULL COUNCIL MEETINGS – Cllr Pat Holden

It was proposed that coffee is not served at full Council meetings. Proposed Cllr Pat Holden; Seconded Cllr Donald Fraser.

An amendment was proposed by Cllr Carole Mulroney 'That at all meetings of committees and full Council that all mobile phones are either turned off or are put in silent mode': Seconded by Cllr Donald Fraser.

The Committee **RESOLVED** to agree the amendment and **RECOMMENDED** the motion as amended to Council.

36. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2378/GP as at 25th June 2014 (Appendix 5 to the agenda)

The report was **noted**

37. REFERENCES FROM OTHER COMMITTEES

There were none.

38. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2377/FGP as at 25th June 2014 (Appendix 6 to the agenda)

The report was **noted**.

- Committee Income and Expenditure Report 2376/FGP as at 25th June 2014 (Appendix 7 to the agenda)

The report was **noted**.

39. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 2373/I&E 25th June 2014 (Appendix 8 to the agenda)

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

40. BANK ACCOUNT BALANCES as at 25th June 2014 were **noted**.

The meeting closed at 8.45pm