



# Leigh-on-Sea Town Council

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

## MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON TUESDAY 5<sup>th</sup> MAY 2015 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Donald Fraser (Vice Chairman), Richard Herbert, Carole Mulroney and Jane Ward

In Attendance: Paul Beckerson (Town Clerk), Cllrs Elect Dec Mulroney and Helen Robertson

### ***The meeting opened at 7.32pm***

#### 193. CHAIRMAN'S OPENING REMARKS

The Vice Chairman welcomed members to the meeting and thanked them for all their hard work during the last four years. He would like to thank those Councillors who were retiring, Cllrs Syrie Cox, Jerry Holden, Pat Holden, Paul Lawrence and Patsy Ryan. The Committee requested that a note of thanks be sent to the Chairman Patsy Ryan expressing its appreciation for her service as Chairman.

#### 194. APOLOGIES FOR ABSENCE

Cllrs Syrie Cox, Pat Holden, Paul Lawrence and Patsy Ryan

#### 195. DECLARATION OF MEMBERS' INTERESTS

There were none.

#### 196. APPROVAL OF THE MINUTES OF THE MEETING OF 3<sup>rd</sup> MARCH 2015

The minutes of the meeting of 3<sup>rd</sup> March 2015 were agreed as a correct record (an error in minute 174 regarding the date had been corrected) and signed by the Vice Chairman.

#### 197. PERSONNEL SUB-COMMITTEE MINUTES 5<sup>th</sup> MARCH 2015 (Appendix 1 to the agenda)

The Committee **RESOLVED** to note the minutes.

#### 198. PERSONNEL SUB-COMMITTEE MINUTES 19<sup>th</sup> MARCH 2015 (Appendix 2 to the agenda)

The Committee **RESOLVED** to note the minutes

#### 199. PERSONNEL SUB-COMMITTEE MINUTES 7<sup>th</sup> APRIL 2015 (Appendix 3 to the agenda)

The Committee **RESOLVED** to note the minutes

#### 200. COMMUNITY ENGAGEMENT WORKING PARTY 6<sup>th</sup> MARCH 2015 (Appendix 4 to the agenda)

The Committee **RESOLVED** to note the minutes.

#### 201. COMMUNITY ENGAGEMENT WORKING PARTY 16<sup>th</sup> MARCH 2015 (Appendix 5 to the agenda)

The Committee **RESOLVED** to note the minutes

## 202. ANNUAL TOWN ELECTORS MEETING 20<sup>th</sup> MARCH 2015 (Appendix 6 to the agenda)

The Committee **noted** the minutes and the proposed following actions:

- Church Hill hedge was constantly being cut back, SBC have been made aware of the situation.
- Parking, the Chairman of Council was proposing to set up a forum to discuss parking to look at possible solutions.
- Environment and Leisure Committee were looking at the protection of architectural features and planned to hold a public contact meeting after the elections.

## 203. FINAL INTERNAL AUDIT REPORT 2014/15 (Appendix 7 to the agenda)

The Committee **noted** the report and wished to congratulate the Town Clerk and the finance team on how the Council's financial affairs have been conducted.

## 204. REVISION TO CODE OF CONDUCT NOLAN PRINCIPLES (Appendix 8 to the agenda)

The Committee considered the revisions and **RECOMMENDED** them for adoption by Council.

## 205. REVISIONS TO STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT (Appendix 9 to the agenda)

The Committee **deferred** consideration of the revisions to the 30<sup>th</sup> June meeting of P&R when a revamped policy would be tabled.

## 206. POLICY AND RESOURCES BUDGET Report 2507/PR as at 24<sup>th</sup> April 2015 (Information Report for **noting**) (Appendix 10 to the agenda)

The report was **noted**.

## 207. REFERENCES FROM OTHER COMMITTEES

Community Facilities Committee 7<sup>th</sup> April 2015 – Minute 100 Skate Park Emergency H&S Repairs

The Committee **RECOMMENDED** to P&R that £678.02 be transferred from the Renewals Budget to Skate Park Maintenance Budget.

The Committee **RECOMMENDED** to Council that £678.02 be transferred from the Renewals Budget to Skate Park Maintenance Budget

Environment and Leisure Committee 21<sup>st</sup> April 2015 – Minute 97 Allotments Sub-Committee carry forward

Minute 77: **Budget Carry Forward**

The Allotments Sub-Committee **RECOMMENDED** to E&LC that the underspend of £1,658.02, excluding salaries, be carried forward as a Capital Improvements earmarked reserve.

The Committee **RECOMMENDED** the carry forward to Council.

## 208. CONFIRMATION OF UNDERSPENDS AND EARMARKED RESERVES 2014/15

The Committee **noted** the report of earmarked reserves.

209. OFFICE AND COMMITTEE BUDGETS (information Reports for **noting**)

- Office Budget Report 2508/PR as at 24<sup>th</sup> April 2015 (Appendix 11 to the agenda)

The report was **noted**.

- Committee Income and Expenditure Report 2509/PR as at 24<sup>th</sup> April 2015 (Appendix 12 to the agenda)

The report was **noted**.

210. TO NOTE INCOME AND APPROVE EXPENDITURE SINCE THE LAST MEETING

See report 2510/I&E (Appendix 13 to the agenda)

The Committee **noted** the income to 31<sup>st</sup> March 2015 and **RECOMMENDED** the expenditure to 28<sup>th</sup> April 2015 Council.

211. BANK ACCOUNT BALANCES as at 24<sup>th</sup> April 2015 were **noted**.

***The meeting closed at 8.11pm***