



# Leigh-on-Sea Town Council

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Chairman: Cllr Jane Ward  
Vice Chairman: Cllr Valerie Morgan  
Town Clerk: Helen Symmons

## MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON TUESDAY 2<sup>ND</sup> JANUARY 2018 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Richard Herbert (Chairman), Jill Healey, Valerie Morgan, Ron Owen and Jane Ward

In Attendance: Helen Symmons (Town Clerk)

### *The meeting opened at 7.30pm*

#### 65. CHAIRMAN'S OPENING REMARKS

The Chairman wished all a Happy New Year and highlighted the importance of this meeting with regard to considering the 2018/19 budget. The appropriate housekeeping announcement was made and as matters of governance needed to be considered at the next meeting, a date was set for a PDG meeting on Monday 19<sup>th</sup> February at 7.30 p.m. so matters could be discussed in advance.

#### 66. APOLOGIES FOR ABSENCE

Cllrs Mark Bromfield, Donald Fraser, Carole Mulroney and Declan Mulroney.

#### 67. DECLARATION OF MEMBERS' INTERESTS

*There were none.*

#### 68. APPROVAL OF THE MINUTES

The minutes of the meeting 7<sup>th</sup> November 2017 were **AGREED** and signed by the Chairman.

#### 69. PUBLIC REPRESENTATIONS

The Committee noted the letter of thanks from the Olive Tree Centre and expressed gratitude in receiving thanks for the grant aid award.

The Committee noted the letter from MDAS and the report from the Town Clerk. The content of the letter was discussed along with the extensive allotment service the Council provides in comparison to the lesser legal obligations of Parish and Town Councils have in the provision of allotments. It was noted that Southend Borough Council had increased their allotment rents by 12.5% for 2018/19.

The Committee **RESOLVED** that the Town Clerk in consultation with the Chairman of P&R would respond to the MDAS letter.

#### 70. TOWN CLERK'S REPORT

The Committee **NOTED** the report and the news that the Acting Chief Inspector at Southend Police had retired. In view of the close association over the years, a letter from the Council will be sent.

**POLICY**

71. USE OF SOCIAL MEDIA, INTERNET & EMAIL POLICY - **Agenda item 7**

The Committee **RESOLVED with RECOMMENDATION to Council** to adopt the Policy.

**RESOURCES**

72. STAFF – MINUTES OF PERSONNEL SUB-COMMITTEE

The Committee **NOTED** the minutes of 24<sup>th</sup> October and 13<sup>th</sup> December 2017

73. REPORT OF P&R PDG 2676 – **Agenda item 9**

LTC news review – The Committee discussed the recommendations and **RESOLVED**:

- a) To change the publication dates for the main LTC news magazine to late March/early April and late October/early November subject to distribution dates and have an interim news page in the Leigh Times two other times of the year.
- b) To create an editorial team from those attending the bi-monthly Chairmens' Forum meetings
- c) To check that the Council are getting the best deal on printing costs for the standard of magazine currently being published.

CIL – The Committee discussed the recommendations and following a proposal (Cllr Herbert, seconded Cllr Ward) **RESOLVED** to include in the next magazine edition for residents to comment upon:

- Improvements in Library Gardens
- Photographic display stands in the Town
- Identifying, cleaning up, signing and making existing footpaths more accessible
- Replacement of notice boards along Marine Parade

It was noted that no suggestions would be implemented without consultation to Southend Borough Council and complying with any statutory regulations.

The Committee further **RESOLVED** that the Town Clerk write to Southend Borough Council to ask for the following to be added to the 123 Infrastructure List:

- Under Leisure and Recreation, childrens' play areas – Library Gardens and at the same time mention the idea of a cycle path along Eastwood Road North as a project under the Highways and Transport section, Local walking and cycling measure to upgrade network.

74. COMMUNITY SPECIAL CONSTABLES – **Agenda item 10**

The Committee read the Agreement to the programme.

Following a proposal (Cllr Herbert, seconded Cllr Ward) the Committee **RESOLVED**:

- a) That the Town Clerk be authorised a) sign the Agreement with the Police on behalf of the Council as presented to the Committee
- b) That approval be given for all expenditure with regard to this agreement within the approved budget and in accordance with Financial Regulations.
- c) That the programme be reviewed in due course.

**FINANCIAL**

75. COMMITTEE AND COUNCIL BUDGETS 2017/18

The Committee **NOTED** the reports. Additionally, the Town Clerk advised that an invoice had now been received relating to the recent By Election. The Committee **RESOLVED** that £2,920.82 be used from the Election Earmarked Reserve to pay for this service. A budget will be set aside for Elections in 2019/20.

76. QUARTERLY FINANCE CHECK

The Chairman of P&R will be undertaking the third quarter check imminently.

77. BANK RECONCILIATION CHECK

It was reported by the Town Clerk that checks are up to date. A few queries had been raised with the Assistant Responsible Finance Officer relating to the recent month and these are being answered. All other matters are in order.

78. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE –**Agenda Item 14**

The Committee **NOTED** the internal transfers and **RESOLVED the expenditure with RECOMMENDATION to Council.**

79. BANK ACCOUNT BALANCES

The Committee **NOTED** the balances.

80. COUNCIL BUDGET 2018/19 - **Agenda item 16**

The Committee reviewed the budget and only wished one amendment to be made to the medium term budget as the Town Clerk had been presumptive with regard to showing a PWLB repayment figure from 2019/20. The figure will remain within the Capital Fund/Projects forecast and therefore is just an internal adjustment with no alteration to any overall budget figures.

The Committee **RESOLVED to RECOMMEND the amended budget pack to Council.**

***The meeting closed at 8.35 pm***