



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 6th MARCH 2018 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Declan Mulroneo (Chairman), Mark Bromfield, Jill Healey, Valerie Morgan, and Carole Mulroneo

In Attendance: Cllr Anita Forde and Abbie Cotterell (Assistant Proper Officer)

The meeting opened at 7.30pm

81. CHAIRMAN'S OPENING REMARKS

In the Chairman's absence, the Vice-Chairman became Chairman of the meeting and welcomed members. The appropriate housekeeping announcements were made. News had been received relating to a member of the Committee, but the Chairman felt it should be announced formally at the Council meeting on 20th March.

82. APOLOGIES FOR ABSENCE

Cllrs: Richard Herbert, Ron Owen and Jane Ward.

83. DECLARATION OF MEMBERS' INTERESTS

Cllr C Mulroneo declared a non-pecuniary interest in any items relating to the Community Centre, Skate Park & Strand Wharf as a Southend Borough Councillor.

Cllr D Mulroneo declared a non-pecuniary interest in any items relating to Strand Wharf as a member of the Leigh Society.

84. APPROVAL OF THE MINUTES

The minutes of the meeting 2nd January 2018 were **AGREED** and signed by the Chairman.

85. PUBLIC REPRESENTATIONS

There were none

86. TOWN CLERK'S REPORT

The Committee **NOTED** the report

87. REVIEW OF P&R ACTION PLAN – **Agenda item 7**

There was a discussion on volunteers and how to work with them successfully.

The Committee **RESOLVED** the action plan with **recommendation to Council**.

POLICY

88. LEIGH TOWN YOUTH COUNCIL - **Agenda item 8**

This motion was moved by members of the Committee.

The Committee **RESOLVED** to set up a group to consider the establishment, development and delivery of a Youth Council.

89. REVIEW OF RISK REGISTER - **Agenda item 9**

The Committee **RESOLVED** the Risk Register which will be **RECOMMENDED** to Council for approval.

90. COUNCIL GOVERNANCE OF STAFFING MATTERS - **Agenda item 10**

It was **RESOLVED** to **RECOMMEND** to Council that a specific staffing Committee with specific Terms of Reference be setup.

Following a proposal (Cllr C Mulroney, seconded Cllr Healey) the Committee **RESOLVED** the amendments to the ToR

- To make recommendations on staffing related expenditure to P&R Committee if the salary budget is to be exceeded.
- To appoint three members, who are not on the Staffing Committee when necessary to act as a disciplinary panel as set out in the Staff Handbook and as an appeals panel in the case of any appeal against disciplinary action taken by the Town Clerk
- To appoint from its membership three different members when necessary to hear any formal grievance made by the Town Clerk and any appeal by other staff against the outcome of a grievance investigation undertaken by the Town Clerk.

The Committee **RESOLVED** the ToR with amendments and with recommendations to Council.

91. REVIEW OF INTERNAL AUDITOR 2017/18

The Committee **NOTED** the review

RESOURCES

92. TOWN CLERK APPRAISAL POLICY & PROCESS – **Agenda item 12**

Following a proposal (Cllr C Mulroney, seconded Cllr Healey) the Committee **RESOLVED** to defer this item as it will come under the ToR of the Staffing Committee if resolved by Council 20th March 2018.

93. LTC Magazine

The Committee **NOTED** the report

There was some concern that residents who don't receive a copy of the Leigh Times would not receive a copy of the LTC magazine. It is suggested that the Marketing and Profile Officer contact the Leigh Times and get a list of where they do not deliver. Additional magazines could then be delivered to these addresses by Councillors/Volunteers.

94. COMMUNITY SPECIAL CONSTABLES

The Committee **NOTED** the report

REFERENCES FROM OTHER COMMITTEES

95. ACTION PLANS OF E&L AND CFC – **Agenda item 15**

The Committee **RESOLVED** the action plans which will be **RECOMMENDED** to Council for approval.

96. EARMARKED RESERVES OF E&L AND CFC – **Agenda item 16**

The Committee **RESOLVED** the movements which will be **RECOMMENDED** to Council for approval.

97. CFC MINUTE 80 – 6TH FEBRUARY 2018 – **Agenda item 17**

Following a proposal (Cllr C Mulroney, seconded Cllr Healey) the Committee **RESOLVED** that 200mm concrete works be the preferred option at a budget of £30,000 which will be **RECOMMENDED** to Council for approval only when confirmation is received of the exact amount required (subject to grant funding eligibility) and confirmation that the second phase of the project (skateboard ramps) will be funded by a community project as outlined by co-opted members of the Leisure Development Sub-Committee.

98. CFC MINUTE 75 – 6TH FEBRUARY 2018 – **Agenda item 18**

The Committee **RESOLVED** to vire £3,110 from EMR CC Refurbishment & Equipment to P&R Professional fees.

99. CFC MINUTE 76 - 6TH FEBRUARY 2018 – **Agenda item 19**

The Committee **RESOLVED** that a repair budget of £389,984.63 with **RECOMMENDATION** to Council to undertake the Phase 1 repair works identified in the Conditions Survey by Johnson Gillies and subsequent arising issues reported to the CFC Committee. This budget to be funded as follows to a separate project fund:

Capital Reserve	£138,407.95
Major Project budget 2018/19	£50,000.00
Major Project budget 2019/20	£50,000.00
CC Infrastructure Costs EMR & budget 2018/19	£35,576.68
CC External Maintenance EMR & budget 2018/19 & 19/20	£88,000.00
CC Internal Maintenance EMR & budget 2018/19 & 19/20	<u>£28,000.00</u>
TOTAL PHASE 1 REPAIR PROJECT FUND	<u>£389,984.63</u>

FINANCIAL

100. LEIGH COMMUNITY CENTRE REPAIR AND REFURBISHMENT BUDGET – **Agenda item 20**

This motion was not moved by any Councillor at the meeting and therefore in accordance with standing order 1C the Chairman of the meeting treated it as withdrawn.

101. COMMITTEE AND COUNCIL BUDGETS 2017/18

The Committee **NOTED** the budgets

102. QUALITY FINANCE CHECK

The Committee **NOTED** the report

103. BANK RECONCILIATION CHECK

The Committee **NOTED** the report.

104. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING – **Agenda item 24**

The Committee **NOTED** the balances and **RECOMMENDED** the expenditure to Council.

105. COUNCIL BANK ACCOUNT BALANCES AS AT 22nd February 2018

The Committee **NOTED** the balances as at 22nd February 2018.

106. TO CONSIDER ANY UNDERSPENDS IN 2017/18 BUDGET THAT THE COMMITTEE WISH TO EARMARK AS A RESERVE – **Agenda item 26**

The Committee **RESOLVED** the following movement to Earmarked Reserves at the year-end with **RECOMMENDATION** to Council for approval.

P&R	Proposed increase/creation	2017/18 Closing Balance
Elections (£22,265.59)	(£2920.82)	£19,344.77
Grant Aid (£3,471.18)	£500.00	£3,971.18
Legal Costs	£3,475.00	£3,475.00
Office Admin (£2,000)	£2,750.00	£4,750.00
Training	£1,500.00	£1,500.00

The Committee **RESOLVED** the following movement to the Capital Reserves at the year-end with **RECOMMENDATION** to Council for approval.

Capital	Proposed change	2017/18 Closing Balance
Strand Wharf (£2276.53)	(£2,276.53)	£0.00
Other Projects Fund	£50,000	£168,407.95
(£118,407.95)		

The meeting closed at 8.37 pm