



# Leigh-on-Sea Town Council

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Chairman: Cllr Valerie Morgan  
Vice Chairman: Cllr Jill Healey  
Town Clerk: Helen Symmons

MINUTES OF A MEETING POLICY AND RESOURCES COMMITTEE  
TUESDAY 3<sup>RD</sup> JULY 2018  
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: John Duprey, Jill Healey, Valerie Morgan and Carole Mulroney

In Attendance: Cllr Keith Evans and Helen Symmons (Town Clerk)

***The meeting opened at 7.30pm***

1. CHAIRMAN'S OPENING REMARKS

In the Chairman and Vice Chairman's absence, the Chairman of Council became Chairman of the meeting and welcomed members and undertook the appropriate housekeeping announcements.

2. APOLOGIES FOR ABSENCE

Cllrs: Mark Bromfield, Patrick Fox, Declan Mulroney, Ron Owen and Vivien Rosier

3. DECLARATION OF MEMBERS' INTERESTS

***Cllr C Mulroney declared a non-pecuniary interest in Agenda item 13 being a Southend Borough Councillor and the Borough are landlords for the Community Centre.***

4. APPROVAL OF THE MINUTES

The minutes of the meeting 1<sup>st</sup> May 2018 were **AGREED** and signed by the Chairman.

5. PUBLIC REPRESENTATIONS

The Committee were pleased to receive the letters.

6. TOWN CLERK'S REPORT

The Committee **NOTED** the report.

**POLICY**

7. REVIEW OF CO-OPTION PROCEDURES AT A COUNCIL MEETING – **Agenda item 7**

The Committee **RESOLVED** the revised Procedures with **recommendation to Council.**

8. REVIEW OF RECRUITMENT AND SELECTION POLICY & PROCEDURE – **Agenda item 8**

The Committee **RESOLVED** the revised Policy & Procedure with **recommendation to Council.**

9. REVIEW OF PROTOCOL ON MEMBER/OFFICER RELATIONS – **Agenda item 9**

The Committee **RESOLVED** the revised Protocol with **recommendation to Council**.

10. ANNUAL BUDGETING PROCESS – **Agenda item 10**

The Committee **RESOLVED** the revised Process with **recommendation to Council**

<b>RESOURCES</b>
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11. LTC MAGAZINE

The Committee were pleased with the 'News Flash' edition that appeared in the Leigh Times and noted the report.

12. COMMUNITY SPECIAL CONSTABLES

The Committee **NOTED** the report and that media coverage was already appearing on social networking sites.

<b>REFERENCES FROM OTHER COMMITTEES</b>
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13. COMMUNITY FACILITIES COMMITTEE – **Agenda item 13**

The Committee **RESOLVED with recommendation to Council** the revised Community Centre building improvements as per Appendix 6 at a budget of £130,000 which will be funded over the next two financial years within budget proposals as outlined and subject to Council resolving the VAT status, Landlords agreement and statutory consents.

14. YOUTH GROUP – **Agenda item 14**

Further research is already underway as following the meeting the Town Clerk became aware of other youth provision already in existence. A meeting will be held following the Youth Market to establish how the Council can work with existing groups and if there is a provision that could be provided in addition.

The Committee **RESOLVED with recommendation to E&L Committee** that £500 be allocated from E&L Community Initiative budget for this project.

15. PDG – CiL

The Committee **NOTED** the report.

<b>FINANCIAL</b>
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16. COMMITTEE AND COUNCIL BUDGETS 2018/19

The Committee **NOTED** the budgets

17. QUARTERLY FINANCE CHECK

The Committee **NOTED** the report

18. BANK RECONCILIATION CHECK

Clrs Duprey, Evans and Healey volunteered to undertake these checks. The Town Clerk will advise the Chairman of the Committee.

19. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING – **Agenda item 19**

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

20. COUNCIL BANK ACCOUNT BALANCES AS AT 19<sup>th</sup> June 2018

The Committee **NOTED** the balances.

***The meeting closed at 7.55 pm***