



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 8 th JANUARY 2019 LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Mark Bromfield, Jill Healey, Valerie Morgan, Ron Owen and Vivien Rosier

In Attendance: Helen Symmons (Town Clerk)

The meeting opened at 7.30pm

56. CHAIRMAN'S OPENING REMARKS

Cllr Bromfield as Vice Chairman of the Committee chaired the meeting, welcomed members and made the appropriate housekeeping announcements.

57. APOLOGIES FOR ABSENCE

Cllrs: John Duprey, Patrick Fox, Carole and Declan Mulrone

58. DECLARATION OF MEMBERS' INTERESTS

None declared

59. APPROVAL OF THE MINUTES

The minutes of the meeting 6th November 2018 were **AGREED** and signed by the Chairman.

60. PUBLIC REPRESENTATIONS

The Committee **NOTED** the correspondence. The Chairman also read another letter Leigh-on-Sea Endeavour Trust thanking the Council for their Grant Aid Award.

61. TOWN CLERK'S REPORT

The Committee **NOTED** the report.

POLICY

62. GRANT AID AWARD POLICY – **Agenda item 7**

Following a proposal (Cllr Healey, seconded Cllr Morgan), the Committee **RESOLVED** the following amendment to the Policy:

'The grant will be paid by cheque and must be acknowledged **within 2 weeks of receipt** by the organisation.'

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

RESOURCES

63. COMMUNITY SPECIAL CONSTABLES

The Committee **NOTED** the report.

64. YOUTH GROUP

The Committee **NOTED** the report. Cllr Rosier provided some background on the last Youth Forum held. The Committee recognised that the establishment of the forums would take a while to fully evolve but the Council could take on a facilitator role in some areas which had already been raised at the forum and this would be just as important as providing a service like the Youth Club.

FINANCIAL

65. COMMITTEE AND COUNCIL BUDGETS 2018/19

The Committee **NOTED** the budgets and the Town Clerk answered any questions raised satisfactorily.

66. QUARTERLY FINANCE CHECK

The Committee **NOTED** the report

67. BANK RECONCILIATION CHECK

The Committee **NOTED** the report

68. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING – **Agenda item 13**

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

69. COUNCIL BANK ACCOUNT BALANCES AS AT 31ST DECEMBER 2018

The Committee **NOTED** the balances and recognised that over the coming months these balances will decrease as Community Centre works progress.

The meeting closed at 7.58 pm