



Leigh-on-Sea Town Council

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Chairman: Cllr Jill Healey
Vice Chairman: Cllr Vivien Rosier
Town Clerk: Helen Symmons *PSLCC*

MINUTES OF A MEETING FINANCE & GOVERNANCE COMMITTEE TUESDAY 10 TH SEPTEMBER 2019 LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA
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Present Cllrs: Mark Bromfield, Carole Mulroney, Declan Mulroney, Vivien Rosier and Emma Smith

In Attendance: Helen Symmons (Town Clerk) and Emma Stratton (ARFO)

The meeting opened at 7.30pm

1. CHAIRMAN'S ANNOUNCEMENTS INCLUDING HOUSEKEEPING

The Chairman welcomed all to the meeting and made the appropriate housekeeping announcements.

2. APOLOGIES FOR ABSENCE

Cllrs: Anita Forde, Jill Healey

3. DECLARATION OF MEMBERS' INTERESTS

There were none.

4. APPROVAL OF THE MINUTES

The minutes of the meeting 30th April 2019 were **AGREED** and signed by the Chairman.

5. PUBLIC REPRESENTATIONS

The thank you letters received were noted.

6. TOWN CLERK'S REPORT

The Committee **NOTED** the report.

7. REVIEW OF POLLING DISTRICTS AND POLLING PLACES/STATIONS – **Agenda item 7**

The Committee did not wish to make any representation on the matter.

POLICY

8. RECCOMENDATION FROM COMMUNITY & CULTURE COMMITTEE - **Agenda item 8**

The Committee discussed the proposed procedure fully. Following a proposal (Cllr C Mulroney, seconded Cllr Rosier) the following changes will be made to the document:

The procedure will be a mediation process and the document will be altered to express this along with the following words added:

All parties hereby agree to abide by the decision of the mediation panel. Failure to enter the process or abide by the decision could result in termination of the tenancy. This process is being offered in good faith.

The Committee **RESOLVED** that the amended document be referred back to the Community & Culture Committee for approval with recommendation direct to Council.

9. BUSINESS CONTINUITY STRATEGY – **Agenda item 9**

The Committee **RESOLVED** the Strategy with recommendation to Council.

10. BUSINESS CONTINUITY ACTION PLAN – **Agenda item 10**

The Committee **RESOLVED** the Action Plan with recommendation to Council.

RESOURCES

11. LTC MAGAZINE

The Committee **NOTED** the report and requested that thanks be passed on to the MPO and Icicle Design for the continued success and improvements to the magazine.

12. COMMUNITY SPECIAL CONSTABLES

The Committee **NOTED** the report.

FINANCIAL

13. COMMITTEE AND COUNCIL BUDGETS 2019/20

The Committee **NOTED** the budget reports.

14. ANNUAL BUDGETING PROCESS – **Agenda item 14**

The Committee **NOTED** the Budgeting Process and **RESOLVED** the Committee budget for 2020/21.

15. QUARTERLY FINANCE CHECK

The Committee **NOTED** the report.

16. BANK RECONCILIATION CHECK

The Committee **NOTED** the report.

17. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING – **Agenda item 17**

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

18. COUNCIL BANK ACCOUNT BALANCES AS AT 30th AUGUST 2019

The Committee **NOTED** the balances.

The meeting closed at 8.35 pm