



# 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 3 <sup>rd</sup> MARCH 2020 LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA
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Present Cllrs: Mark Bromfield, Anita Forde (from Minute No 38), Jill Healey, Carole Mulroney, Vivien Rosier and Paul Gilson.

In Attendance: Helen Symmons (Town Clerk) and Emma Stratton (ARFO)  
One member of the public and Cllr Doug Cracknell

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

37. CHAIRMAN'S ANNOUNCEMENTS INCLUDING HOUSEKEEPING

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

***Cllr Forde joined the meeting***

38. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Declan Mulroney, who also tendered his resignation from the Council with effect from 3<sup>rd</sup> March 2020. Those present requested that their thanks for his work and assistance as a Councillor be passed to him.

39. DECLARATION OF MEMBERS' INTERESTS

Carole Mulroney declared an interest as a Southend Borough Councillor in agenda item 6 re the PSPO.

40. APPROVAL OF THE MINUTES

The minutes of the meeting 12<sup>th</sup> November 2019 were **AGREED** with amendments highlighted in yellow and signed by the Chairman.

41. PUBLIC REPRESENTATIONS

The thanks for the Grant Awards were noted. Cllr Healey advised that she had visited Yantlet Residents Garden Club at their invitation.

42. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

In accordance with Standing Order 11 (vii) a motion was moved to change the order of business on the Agenda.

The Committee **RESOLVED** the motion.

43. INTERNAL AUDIT REPORT (INTERIM UPDATE) – **Agenda item 12**

The Committee **RESOLVED** that the recommendation made by the Council's Internal Auditor be adopted.

*One member of the public left the meeting.*

44. TOWN CLERK'S REPORT – **Agenda item 6**

The Committee **NOTED** the report. Cllr C Mulroney advised that the issue of displacement had been discussed by the Borough Council, with the request that any specific examples be advised to them.

<b>POLICY</b>
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45. INVESTMENT STRATEGY - **Agenda item 7**

The Committee **RESOLVED** to **RECOMMEND** the strategy to Council.

46. RISK MANAGEMENT STRATEGY - **Agenda item 8**

The Committee **RESOLVED** to **RECOMMEND** the strategy to Council.

47. REVIEW OF RISK REGISTER – **Agenda item 9**

The Committee **RESOLVED** to **RECOMMEND** the register to Council.

48. GOVERNANCE STATEMENT – **Agenda item 10**

The Chairman read each accounting statement with members reviewing the specific control measures.

Statement 1 – The Council has put in place arrangement for effective financial management during the year and for the preparation of the accounting statements with specific control measures.

The Committee **RESOLVED** with **RECOMMENDATION** to Council Statement 1

Statement 2 – The Council has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness with specific control measures.

The Committee **RESOLVED** with **RECOMMENDATION** to Council Statement 2

Statement 3 – The Council took all reasonable steps to assure itself that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.

The Committee **RESOLVED** with **RECOMMENDATION** to Council Statement 3

Statement 4 – The Council has provided proper opportunity during the year for the exercise of electors' rights in accordance with requirements of the Accounts and Audit Regulations.

The Committee **RESOLVED** with **RECOMMENDATION** to Council Statement 4

Statement 5 – The Council has carried out an assessment of the risks facing the Council and have taken appropriate steps to manage these risks, including the introduction of internal controls and/or external insurance where required.

The Committee **RESOLVED** with **RECOMMENDATION** to Council Statement 5

Statement 6 – The Council maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.

The Committee **RESOLVED** with **RECOMMENDATION** to Council Statement 6

Statement 7 – The Council took appropriate action on all matters raised in reports from internal and external audit.

The Committee **RESOLVED** with **RECOMMENDATION** to Council Statement 7

Statement 8 – The Council has considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after year end have a financial impact on the council and where appropriate have included them in the accounting statements.

The Committee **RESOLVED** with **RECOMMENDATION** to Council Statement 8

## RESOURCES

### 49. LTC MAGAZINE – REPORT FROM THE MARKETING & PROFILE OFFICER (MPO)

The Committee **NOTED** the report. Cllr Rosier stated that the Editorial Group had been very important to the production of the magazine and that she is very pleased with the progress of this edition.

## FINANCIAL

### 50. REVIEW OF INTERNAL AUDITOR 2019/20

The Committee **NOTED** the report.

### 51. RECOMMENDATION FROM STAFFING COMMITTEE – **Agenda item 14**

The Committee **RESOLVED** that £17,000 be vired to the Salaries Earmarked Reserve from salary underspends in 2019/20 **with RECOMMENDATION to Council.**

The Committee **RESOLVED** that following an evaluation of the Town Clerk's Scale Point to 44 (final approval by Council) £5,057 be vired 1<sup>st</sup> April 2020 from the Salaries Earmarked Reserve to the 2020/21 Salaries budget **with RECOMMENDATION to Council.**

### 52. RECOMMENDATION FROM COMMUNITY & CULTURE COMMITTEE -**Agenda item 15**

The Committee **RESOLVED with RECOMMENDATION to Council** the movements to Earmarked Reserves at the year-end.

### 53. COMMITTEE AND COUNCIL BUDGETS 2019/20

The Committee **NOTED** the budgets.

### 54. TO CONSIDER ANY UNDERSPENDS IN 2019/20 BUDGET THAT THE COMMITTEE WISH TO EARMARK AS A RESERVE. – **Agenda item 17**

The Committee **RESOLVED with RECOMMENDATION to Council** the movements to Earmarked Reserves at the year-end.

### 55. INVESTMENT PRODUCT – CCLA LOCAL AUTHORITIES PROPERTY FUND – **Agenda item 18**

The Committee **RESOLVED** to invest £100,000 in The Local Authorities' Property Fund, taking the funds from its current investment in The Public Sector Deposit Fund.

56. QUARTERLY FINANCE CHECK

The Committee **NOTED** the report

57. BANK RECONCILIATION CHECK

The Committee **NOTED** the report

58. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING – **Agenda item 21**

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

19. COUNCIL BANK ACCOUNT BALANCES AS AT 21<sup>st</sup> February 2020.

The Committee **NOTED** the balances.

***The meeting closed at 8.22 pm***