



Leigh-on-Sea Town Council

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Chairman: Cllr Doug Cracknell | **Vice Chairman:** Cllr Keith Evans

Town Clerk: Helen Symmons PSLCC



MINUTES OF A MEETING
FINANCE & GOVERNANCE COMMITTEE
TUESDAY 1ST MARCH 2022
Leigh-on-Sea Community Centre

Present Cllrs: David Bowry (Chairman), Vinice Cowell, Doug Cracknell, Keith Evans (from minute 26) and Carole Mulrone

Absent: Cllrs: Anita Forde and Jill Healey

In Attendance: Helen Symmons (Town Clerk)

The meeting opened at 7.31pm

18. CHAIRMAN'S ANNOUNCEMENTS

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

19. APOLOGIES FOR ABSENCE

Cllrs: Forde and Healey

20. DECLARATION OF MEMBERS' INTERESTS

Cllr Mulrone declared a non-pecuniary interest as a Southend City Leigh Ward Councillor for any agenda items connected to Southend City Council.

21. APPROVAL OF THE MINUTES

The minutes of the meeting 2nd November 2021 were **AGREED** as an accurate record of the meeting and signed.

22. PUBLIC REPRESENTATIONS

Thank-you correspondence for previous grant applications were noted.

23. TOWN CLERK'S REPORT

The Committee **NOTED** the report.

POLICY DECISIONS

24. STATEMENT OF COMMUNITY ENGAGEMENT - **Agenda item 7**

The Committee **RESOLVED with recommendation to Council** the reviewed policy.

25. ANNUAL GOVERNANCE REVIEW – **Agenda item 8**

The Committee **RESOLVED with recommendation to Council** the reviewed strategy, register and statements. It was noted that Council will need to resolve each governance statement individually.

RESOURCES

26. SPATIAL PLAN – **Agenda item 9**

Cllr Evans joined the meeting

The Committee **NOTED** the report with discussion on each point raised. The Town Clerk was asked to make enquiries with Southend City Council on each item and report back.

27. STRATEGIC PLAN – **Agenda item 10**

The Committee agreed with the proposed date and details will be circulated to all Councillors.

FINANCIAL

28. COMMITTEE BUDGET 2021/22 UPDATE

The Committee **NOTED** the report.

29. REVIEW OF INTERNAL AUDITOR

The Committee **NOTED** the report.

30. REVIEW OF DECISION TO INVEST IN CCLA PROPERTY FUND

The Committee **NOTED** the report and further information provided and following discussion **RESOLVED** not to invest at this time given the change in many external factors.

31. RECOMMENDATION FROM C&C COMMITTEE – **Agenda item 14**

The Committee **RESOLVED with recommendation to Council** the list of movements to earmarked reserves except LCC salaries (see minute below).

32. RECOMMENDATION FROM STAFFING COMMITTEE – **Agenda item 15**

The Town Clerk advised that confirmation had been received the day before that national salary negotiations had been finalised with new pay scales approved from 1st April 2021. Back pay will be awarded in March salaries and therefore the movement to earmarked reserves was no longer required.

33. TO CONSIDER UNDERSPENDS IN THE 2021/22 BUDGET

The Committee **RESOLVED with recommendation to Council** the list of movements to earmarked reserves with the exception of:

- £1,500 IT movement, as a wifi booster system for the guest wifi is to be purchased.
- -£7,000 Renewals fund movement, to pay for 4 noticeboards with Leigh Town Council headers to match the replacement noticeboard to be installed following a recent insurance claim.

34. LIBRARY GARDENS SPONSORSHIP MONEY – **Agenda item 17**

The Committee **RESOLVED with recommendation to Council** the movement of £1,700 to Leigh Lights Structure EMR

35. QUARTERLY FINANCE CHECK

The Committee **NOTED** the report

36. BANK RECONCILIATION CHECK

The Committee **NOTED** the report.

CONFIDENTIAL

37. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

RESOLVED that in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw – SO 3(d)

38. CHRISTMAS LIGHTING CONTRACT **Agenda item 21**

The Committee **RESOLVED with recommendation to Council** one of the proposals for a 3-year hire term.

The meeting closed at 8.48 pm