



# LEIGH-ON-SEA TOWN COUNCIL

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Chairman: Cllr. Margaret Cotgrove

Vice Chairman: Cllr. Carole Mulroney



6<sup>th</sup> May 2010

You are hereby summoned to the annual meeting of the Leigh-on-Sea Town Council, which will take place on **Wednesday 12<sup>th</sup> May 2010** at the Town Council office, Elm Road, Leigh-on-Sea commencing at **7.30pm** when it is hoped to transact the following business.

## AGENDA

1. CHAIRMAN'S OPENING REMARKS

2. ELECTION OF CHAIRMAN

The chairman will sign the Declaration of Acceptance of Office as Chairman

3. ELECTION OF VICE CHAIRMAN

4. DECLARATIONS OF MEMBERS INTERESTS

5. APOLOGIES FOR ABSENCE

6. COUNCIL COMMITTEE STRUCTURE

See Report 127L attached. Council is asked to agree any changes to the Committee structure.

7. MEMBERSHIP OF COMMITTEES FOR 2010/11

A note on Committee membership will be circulated to Councillors prior to the meeting

- a) Transport and Highways Committee
- b) Planning Committee
- c) Leisure Foreshore and Environment Committee
- d) Allotments Committee

**Following this, the meeting will be adjourned, and Committee meetings for each of the above will be held to elect a Chairman, to sit on Finance and General Purposes Committee.**

- e) Finance and General Purposes Committee

The Chairman of Finance and General Purposes will be elected at their first ordinary meeting

8. DATES AND TIMES OF MEETINGS

Council is asked to agree the dates and times of Committee meetings for the forthcoming year. The dates and times of Council meetings are set by Standing Orders 2, 3 and 4.

The current arrangements are:

Finance and General Purposes - 1<sup>st</sup> Tuesday in month, at 8.00pm

Transport and Highways - 3<sup>rd</sup> Wednesday in month, at 8.00pm

Leisure Foreshore & Environment - 3<sup>rd</sup> Thursday in each month, at 8.00pm

Planning - 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays in each month, at 7.30pm

Allotments - 4<sup>th</sup> Wednesday in each month, at 7.30pm

Please refer to draft Committee Timetable attached.

**Please note that there are generally no meetings in August, except for Planning.**

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9. TO CONSIDER THE PAYMENT OF ANNUAL SUBSCRIPTIONS (Last year's amounts in brackets)  
Essex Association of Local Councils and National Association of Local Councils £1389.19 (£1353.49).  
Essex Playing Fields Association £25.00 (£25.00)  
Local Council Review £13.50 (£11.99)  
Community Transport Association £165.96 (£143.62)  
SAVS £0.00 (£22.00)  
Thames Estuary Partnership £250.00 (£250.00)
10. TO NOMINATE COUNCILLORS TO SIGN CHEQUES AND SALARY PAYMENTS ON BEHALF OF THE COUNCIL  
Standing Order 73.5.3 requires five signatories, any two of whom must sign each cheque.  
The current signatories are Cllrs: Mrs Cocks, Hilary Davison, P Dolby, Fraser and Mrs Rowswell.  
For the payment of staff salaries, two signatories are required, one of whom must sign each salary payment sheet.  
The current signatories are Cllrs: Fraser and Mrs Rowswell
11. TO NOMINATE 2 REPRESENTATIVES TO SOUTHEND'S STANDARDS COMMITTEE  
The current representatives are Cllrs: Mrs Rowswell and P Dolby  
Reserves Cllrs: Hilary Davison and Margaret Cotgrove
12. MINUTES OF PREVIOUS MEETING – 14<sup>TH</sup> APRIL 2010
13. COMMITTEES  
To receive Minutes of Committees (which will be presented by the retiring Chairman of the Committee)
- a) Planning Committee - To receive minutes of 13<sup>th</sup> & 27<sup>th</sup> April 2010
  - b) Transport & Highways - To receive minutes of 21<sup>st</sup> April 2010
  - c) Leisure Foreshore & Env. - To receive minutes of 15<sup>th</sup> April 2010
  - d) Allotments - To receive minutes of 28<sup>th</sup> April 2010
  - e) Finance & General Purposes - To receive minutes of 4<sup>th</sup> May 2010
14. FINANCIAL REPORT  
See report 1741/DF, attached to Finance & G.P. Minutes.

Margaret Cotgrove  
Chairman  
6<sup>th</sup> May 2010

**Any member who is unable to attend the meeting must send their apologies before the meeting.**

DATE OF NEXT MEETING: Wednesday 9<sup>th</sup> June 2010