



Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.essexinfo.net/leigh-on-sea

Chairman: Cllr Pat Holden
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson



5th May 2011

You are hereby summoned to the annual meeting of the Leigh-on-Sea Town Council, which will take place on **Wednesday 11th May 2011** 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. MEMBERSHIP OF COMMITTEES FOR 2011/12
A note on Committee membership will be circulated to Councillors prior to the meeting
 - a) Transport and Highways Committee (8 Members)
 - b) Planning Committee (6 Members)
 - c) Leisure Foreshore and Environment Committee (8 Members)
 - d) Allotments Committee (6 Members)

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 (Terms of Reference 3)

Following this, the meeting will be adjourned, and a meeting of the Finance and General Purposes Committee will be held to elect a Chairman.
7. MEMBERSHIP OF SUB-COMMITTEES FOR 2011/12
 - a) Licensing Sub-Committee (5 Members)
 - b) Personnel Sub-Committee (4 Members)
 - c) Community Transport Sub-Committee (4 Members)
8. TO APPOINT CO-OPTED MEMBERS TO COMMITTEES & SUB-COMMITTEES
 - a) Allotments Committee – Site Representatives etc
 - b) Community Transport Sub-Committee
9. MEMBERSHIP OF INTERNAL & EXTERNAL AUDIT WP (By reason of urgency – Presently 3 members)
10. REPRESENTATIVES TO OUTSIDE BODIES
Representative to Public and Passenger Transport Group – 1 + Reserve
Southend Community Plan - 1
Leigh Port Partnership - 1
Thames Estuary Partnership - 1
Southend Borough Council Events Working Party - 1
Olympic Strategy Group - 1
Southend Airport Consultative Committee - 1

Leigh Crime Prevention Panel - 1
EALC Larger Local Councils Forum & AGM – 2 + Town Clerk
EALC Executive Committee - 1
Southend Business and Tourism Partnership – 2 + Town Clerk
Southend Business and Ratepayers Forum - 2
Fairtrade – 1 + Reserve

11. 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 2a, 2b, 2c and 2d.

The current arrangements are:

Finance and General Purposes - 1st Tuesday in month, at 8.00pm

Transport and Highways - 3rd Wednesday in month, at 8.00pm

Leisure Foreshore & Environment - 3rd Thursday in each month, at 8.00pm

Planning - 2nd and 4th Tuesdays in each month, at 7.30pm

Allotments - 4th Wednesday in each month, at 8.00pm

Please refer to draft Committee Timetable attached (Appendix 1).

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

12. TO CONSIDER THE PAYMENT OF ANNUAL SUBSCRIPTIONS (Last year's amounts in brackets)

Essex Association of Local Councils and National Association of Local Councils £1423.65 (£1389.19).

Essex Playing Fields Association £25.00 (£25.00)

Local Council Review £15.50 (£13.50)

Community Transport Association £173.33 (£165.96)

Thames Estuary Partnership £250.00 (£250.00)

13. TO NOMINATE COUNCILLORS TO SIGN CHEQUES AND SALARY PAYMENTS ON BEHALF OF THE COUNCIL

Financial Regulation 5.3 and 7.3 requires Council to nominate cheque signatories (at least four), any two of whom must sign each cheque and authorise staff salaries.

The current signatories are Cllrs: Mike Dolby, Donald Fraser, Mrs Pat Holden and Margaret Cotgrove.

14. TO NOMINATE 2 REPRESENTATIVES TO SOUTHEND'S STANDARDS COMMITTEE

The previous representatives were Cllrs: Mrs Rowswell and P Dolby

Reserves Cllrs: Hilary Davison and Margaret Cotgrove

15. MINUTES OF PREVIOUS MEETING – 13TH APRIL 2011

16. COMMITTEES

To receive Minutes of Committees

a) Planning Committee - To receive minutes of 12th & 26th April 2011

b) Transport & Highways - To receive minutes of 20th April 2011

c) Leisure Foreshore & Environment - To receive minutes of 21st April 2011

d) Allotments - To receive minutes of 27th April 2011

e) Allotments – Consideration of Chairman's Opening Remarks (Min 97)

f) Finance & General Purposes - To receive minutes of 3rd May 2011

17. FINANCIAL REPORT

To receive report 1888/I&E – (Appendix 2)



Paul Beckerson

Town Clerk

5th May 2011

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

DATE OF NEXT MEETING: Wednesday 8th June 2011

Leigh-on-Sea Town Council - Meetings timetable 2011/12

Meeting	Time	Regular Date	May 2011	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2012	Feb	Mar	April	May
Council	7.30	2nd Wednesday	11th	8th	13th		14th	12th	9th	14th	11th	8th	14th	11th	9th
Finance and General Purposes	8.00	1st Tuesday	3rd 31st*		5th		6th	4th	1st	6th	3rd 31st*		6th	3rd	1st
Planning	7.30	2nd & 4th Tuesday	17th	1st 14th 28th	12th 26th	9th 23rd	13th 26th*****	11th 25th	8th 22nd	13th **	4th*** 24th	14th 28th	13th 27th	10th 24th	8th 22nd
Transport and Highways	8.00	3rd Wednesday	18th	15th	20th		21st	19th	16th	21st	18th	15th	21st	18th	16th
Leisure, Foreshore and Environment	8.00	3rd Thursday	19th	16th	21st		22nd	20th	17th	22nd	19th	16th	22nd	19th	17th
Allotments	8.00	4th Wednesday	25th	22nd	27th		28th	26th	23rd	****	25th	22nd	28th	25th	23rd

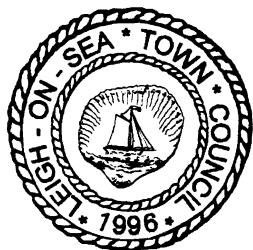
* When the first day of the month is a Wednesday, F&GP is held on the last day of the preceding month so that the minutes can go to Council.

** It is recommended that the meetings on the 2nd (13th) and 4th Tuesday (27th) December be replaced by one meeting held on 13th December

*** This meeting has been brought forward to reduce the gap after the December Planning meeting

**** There is no Allotment meeting in December.

***** Changed to Monday because of EALC AGM 27th September



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Income and Expenditure 29th March to 21st April 2011 - Report 1888/I&E

Cheque	Expenditure	Payee	Purpose	Statute (In all cases, LGA means Local Government Act and s is for section)
100532	£129.99	Screwfix	Drill for Office	LGA 1972 s111
100533	£150.72	Mayfield Cleaning	Office Cleaning	LGA 1972 s111
100534	£84.60	Fulton Paper	Stationery	LGA 1972 s111
100535	£100.00	West Leigh Baptist Church	Minibus Damage – Insurance Excess	Transport Act 1985 s19
100536	£25.56	Acumen Wages Service	Wages processing – Mar 11	LGA 1972 s111
100537	£33.54	R Allan-Smith	Petrol for Allotments Diesel for Van Plumbing materials	Small Holdings & Allotments Act 1908 s26
100538	£92.84	Viking Direct	Stationery	LGA 1972 s111
100539	£100.00	Petty Cash	Cash	LGA 1972 s111
100540	£250.00	Thames Estuary Partnership	Annual Subscription	LGA 1972 s111
100541	£1,760.71	Essex Pension Fund	Pension Contributions Mar 11	LGA 1972 s111
100542	£1,144.84	HM Revenue and Customs	NI and Tax – Mar 11	LGA 1972 s111
100543	£27.20	V L Choppen	Mileage Expenses	LGA 1972 s111
100544	£83.83	Mayfield Cleaning	Bus Shelters Cleaning	Local Govt Misc Provs Act 1973
100545	£35.96	David Elcock	Easter Eggs	LGA 1972 s144
100546	£291.71	Viking Direct	Stationery	LGA 1972 s111
100547	£150.00	Salvation Army	Use of minibuses	Transport Act 1985 s19
100548	£6,412.20	McDonald Highways	Further columns & cabling at Skate Park	LGA 1972 s144
100549	£168.00	Edge Designs	F/Y End Course Cost x 2	LGA 1972 s111
100550	£150.72	Mayfield Cleaning	Office Cleaning	LGA 1972 s111
100551	£110.25	Cllr P Holden/Leigh Timber	Wood for Staging	LGA 1972 s144
100552	£666.00	Auditing Solutions	Internal Audit	LGA 1972 s111
Income				
	£3.00	FHCCP	Use of Room	
	£10.00	Body's Opticians	Xmas Lights - Contribution	