



Leigh-on-Sea Town Council

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

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



8th September 2011

You are hereby summoned to the meeting of the Leigh-on-Sea Town Council, which will take place on **Wednesday 14th September 2011** at the Town Council office, Elm Road, Leigh-on-Sea commencing at **8.00pm** when it is hoped to transact the following business.

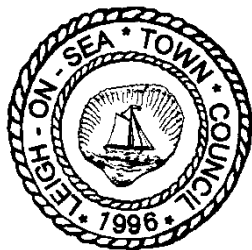
AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. DECLARATIONS OF MEMBERS INTERESTS
3. APOLOGIES FOR ABSENCE
4. PUBLIC QUESTIONS
5. QUESTIONS FROM COUNCILLORS
6. MINUTES OF PREVIOUS MEETING – 13th JULY 2011
7. TO ADOPT A STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT – Report 1934/TC (Appendix 1)
8. COMMITTEES
To receive Minutes of Committees
 - a) Planning Committee - To receive minutes of 12th & 26th July, 9th August & 23rd August 2011
 - b) Transport & Highways – To receive minutes of 20th July 2011
 - c) Leisure Foreshore & Environment - To receive minutes of 21st July 2011
 - d) Allotments - To receive minutes of 27th July & 6th September 2011
 - f) Finance & General Purposes - To receive minutes of 6th September 2011
9. FINANCIAL REPORT
To receive report 1930/I&E – (Appendix 2)

Paul Beckerson
Town Clerk
8th September 2011

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

DATE OF NEXT MEETING: Wednesday 12th October 2011



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Report 1934/TC

DRAFT STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT

(WITH REFERENCE TO THE POWER OF WELL-BEING)

MAIN STATEMENT OF INTENT

Aims and Objectives

Leigh-on-Sea Town Council is an open and transparent Council, which values the opinions of the community, which it serves. It has in the past, and will continue to do so in the future, listen to the needs and concerns of that community, and will do everything within its power and financial constraints, to make Leigh-on-Sea a better place to live, and work.

Defining the Community

Leigh-on-Sea Town Council is keen to reach all groups and individuals who work, or live in the area. It has historical links with local Church Groups, educational establishments and the many voluntary groups working for the good of the Town, to ensure that as wide a cross section as possible of the community can have access to the Council, its Members, and its staff.

Provision of Information to the Community

Leigh-on-Sea Town Council has many avenues through which it communicates with its community. These include:

A web site that goes beyond the work of the Town Council, and provides links to many other useful services, including the principal authority. An Annual Report which is published on the website. Publishing of agendas, outside the Town Council Office plus four other noticeboards around the town and on the web site for all Council and committee meetings. Publishing of minutes, on the Council web site, for all Council and Committee meetings. The Towns involvement in the Annual Town Meeting, with its public question time. The annual External Audit offers the opportunity for questions to be asked about the latest Statement of Accounts. A synopsis of the financial accounts is published within the Annual report.

Opportunities for Community Involvement

Leigh-on-Sea Town Council will make every opportunity available to the electorate to ensure excellent community involvement. These will include the following methods:

The Town Council have a public question session at every Council meeting, where the electorate can raise issues "in relation to the business on the agenda or request matters to be discussed at a subsequent meeting".

At all Committee meetings the public are permitted to ask questions and provide input at the discretion of the Chairman.

Opportunities for Formal Representations to the Council

Issues received in writing, providing they are received before the deadline for closure of the agenda, are included as a stated item on the next agenda.

It is a target that correspondence received from a member of the public is at least acknowledged, wherever possible, within ten working days.

Involvement in Partnerships

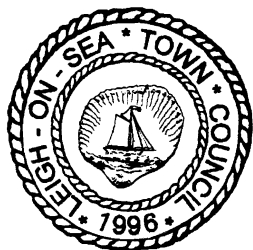
Leigh-on-Sea Town Council has representation on various partnerships, and committees. Representatives are elected at the Annual Council Meeting. The Town Council encourages and supports public meetings organised by the Police, Health Authority, Southend-on-Sea Borough Council where they feel information should be made available to the residents of Leigh-on-Sea.

Role of Council members and Officers

As an open and transparent Town Council, both Members and officers seek to offer a high quality professional service to all whom they serve. Both Members and Officers are keen to maintain relevant Codes of Conduct in their business, and see the community as “customers” rather than an electorate.

Specific Areas for Community Involvement

Where there is a specific issue, or a new project, that the Town Council wish to consider, it is of value to the Town Council to seek the views of the community who will be most affected. The residents of the Town can have confidence that their “voice” will be heard, and that the Council will work with the community to reach a common goal.



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QUALITY
TOWN
COUNCIL

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 Vice Chairman: Cllr Carole Mulroney
 Town Clerk: Paul Beckerson

Income and Expenditure 27th June to 23th August 2011 - Report 1930/I&E

Cheque	Expenditure	Payee	Purpose	Statute
100082	£384.72	Mayfield Cleaning	Office Cleaning (£150.72) Bus Shelter Repair (£234.00)	(In all cases, LGA means Local Government Act and s is for section) LGA 1972 s111 & Local Govt Misc Provs Act 1973
100083	£468.00	Auditing Solutions	Internal Audit	LGA 1972 s111
100084	£205.30	Cory Environmental	Skate Park – Bin Rental and Emptying	
100085	£25.56	Acumen	Wages Service – June 11	LGA 1972 s111
100086	£262.40	Chelmsford Borough Council	Comm Trans - Entrance to & Refreshments at Hylands House	Transport Act 1985 s19
100087	0	Not issued	-	
100088	£750.00	Leigh Folk Festival	Donation	s137
100089	£200.00	Neopost	Postage – Franking Machine Credit	LGA 1972 s111
100090	£161.23	E.on	Electricity - Office	LGA 1972 s111
100091	£ 281.43	BT	Telephone and line rental	LGA 1972 s111
100092	£45.50	R Allan- Smith	Diesel for Van (£32.00) and Petrol for equipment (£13.50)	Small Holdings & Allotments Act 1908 s26
100093	£16.33	Cllr Paul Lawrence	Wickes – Wood preservative for Shelter	LGA 1972 s144
100094	£38.71	Cllr Pat Holden	Comm Trans – Fuel for Minibuses – visits to Hyde Hall & Hylands House	Transport Act 1985 s19
100095	£103.28	Vivien Choppen	Wickes – Wood preservative for Shelter (£80.35) Fuel For Phab Minibus (£22.93))	LGA 1972 s144 & Transport Act 1985 s19
100096	£34.93	Trade A/c Uk - Screwfix	External Tap fittings - Office	LGA 1972 s111
100097	£45.01	P Beckerson	Travel Expenses – Summer Symposium	LGA 1972 s111
100098	£200.00	Cash	Petty Cash	LGA 1972 s111
100099	£234.55	Mayfield Cleaning	Office Cleaning (£150.72) Bus Shelters cleaning (£83.83)	LGA 1972 s111 & Local Govt Misc Provs Act 1973
100100	£84.60	Fulton Paper	Copying Paper	LGA 1972 s111
100101	£120.00	Miss D Richardson	Little Monster Face Painting - Easter Event Replacement cheque for 100024	LGA 1972 s144
100102	£45.51	British Gas	Gas - Office	LGA 1972 s111
100103	£62.40	Alljay Plastics	Leigh Event Banner	LGA 1972 s111
100104	£100.00	Martin Scott	Milman Transport - Planings for Allotment	Small Holdings & Allotments Act 1908 s26

100105	£25.56	Acumen	Wages Service – July 11	LGA 1972 s111
100106	£98.63	Neopost	Ink Cartridge for Franking Machine	LGA 1972 s111
100107	£41.81	R Allan- Smith	Petrol for equipment (£13.60) Replacement Petrol Cans (£9.98) Minor Materials (£18.23)	Small Holdings & Allotments Act 1908 s26
100108	£28.00	W Sail	Repair of Gazebo top	LGA 1972 s111
100109	£3,626.26	WPS Insurance Brokers	Insurance - Office	LGA 1972 s111
100110	£828.00	TMS Ltd	Signage for Fishing Festival	LGA 1972 s144
100111	£50.00	Derek Oliver	Thameside Shanty Men - Fishing Festival	LGA 1972 s144
100112	£255.31	Footrope Knots	Display – Fishing Festival	LGA 1972 s144
100113	£224.96	Fishermen's Mission	Fishing Festival - Collection/Donation	LGA 1972 s144
100114	£40.85	Miss R Upton	Skate Park Cleaning Cover	LGA 1972 s144
100115	£344.69	Cory Environmental	Garden & Food Waste Bags	LGA 1972 s144
100116	£34.00	Phab Minibus	Comm Trans – Minibus Hire	Transport Act 1985 s19
100117	£80.00	West Leigh Baptist Church	Comm Trans – Minibus Hire	Transport Act 1985 s19
100118	£28.71	V Choppen	Mileage Expenses	LGA 1972 s111
100119	£358.02	Salvation Army	Comm Trans – Minibus Hire	Transport Act 1985 s19
100120	£85.00	Salvation Army	Comm Trans – Minibus Hire	Transport Act 1985 s19
100121	£64.26	JB Kiely	Replacement post for porch - Office	LGA 1972 s111
100122	£273.00	Southend Theatres	Cliffs Pavilion Theatre Tickets	Transport Act 1985 s19
100123	£39.99	Claire Buzer	Compensation payment for paint damage to clothing – Shelter on cinderpath	LGA 1972 s111
100124	£44.40	Cllr Pat Holden	Leigh Timber - Wood for notice Boards	LGA 1972 s111
100125	£35.00	Information Commissioner	Data Protection Renewal of Registration	LGA 1972 s111
D/D Payroll Transfer	£3.61 £21,659.00	E.on	Skate Park Electricity Tax, NI & Pensions for June Total Pay cost for July & August	

Income

£558.50	Farmer's Market	Stalls Holders
£735.50	Community Transport	Ticket Purchases
£35.00	Allotment Keys	
£224.96	Fishing Festival	Public - Collection
£50.00	Smack Pub	Xmas Tree - Contribution
£10.00	Body's Opticians	Xmas Lights - Contribution