



# Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)



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

3<sup>rd</sup> May 2012

You are hereby summoned to the annual meeting of the Leigh-on-Sea Town Council, which will take place on **Wednesday 9<sup>th</sup> May 2012** 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 2012/13  
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 2012/13
  - a) Licensing Sub-Committee (5 Members)
  - b) Personnel Sub-Committee (4 Members)
  - c) Strategy and Town Plan Sub-Committee (7 Members)
  - d) 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. 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

10. 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 - 1<sup>st</sup> Tuesday in month, at 8.00pm

Transport and Highways – Alternate 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 – Alternate 3<sup>rd</sup> 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.**

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

Essex Association of Local Councils and National Association of Local Councils £1481.18 (£1423.65)

Essex Playing Fields Association £25.00 (£25.00)

Local Council Review £15.50 (£15.50)

Community Transport Association £295.00 (£173.00)

Thames Estuary Partnership £250.00 (£250.00)

12. 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: Margaret Cotgrove, Donald Fraser, Jerry Holden, Mrs Pat Holden and Carole Mulroney.

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

The previous representatives were Cllrs: Margaret Cotgrove and Carole Mulroney

Reserves Cllr Caroline Parker

14. MINUTES OF PREVIOUS MEETING – 11<sup>TH</sup> APRIL 2012

15. TO RECEIVE THE MINUTES OF THE ANNUAL TOWN ELECTOR'S MEETING 25<sup>th</sup> April 2012

16. QUESTIONS FROM COUNCILLORS

Questions from Councillor Mark Bromfield

Now that Leigh Town Council is moving forward with the plans for the Community Centre can the Chairman please give the following information please:-

1) When will the full cost of the Community Centre to the residents of Leigh Town be made public?

2) Will LTC be seeking a loan of any size to assist in funding the Community Centre project?

3) Why have the various costings and predicted shortfall/s in income over expenditure for the Community Centre not been made available to the residents of Leigh Town before funding options have been agreed?

4) Why was the various financial implications of the Community Centre not made available to the residents of Leigh Town when the public survey to gauge the level of public support was taking place?

17. COMMITTEES

To receive Minutes of Committees

- a) Planning Committee - To receive minutes of 10<sup>th</sup> & 24<sup>th</sup> April 2012
- b) Transport & Highways - To receive minutes of 18<sup>th</sup> April 2012
- c) Leisure Foreshore & Environment - To receive minutes of 19<sup>th</sup> April 2012
- f) Finance & General Purposes - To receive minutes of 1<sup>st</sup> May 2012

18. FINANCIAL REPORT

To receive report 2042/I&E – (Appendix 2)



Paul Beckerson  
Town Clerk  
5<sup>th</sup> May 2012

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

DATE OF NEXT MEETING: Wednesday 13<sup>th</sup> June 2012

**Leigh-on-Sea Town Council - Meetings timetable 2012/13**

Meeting	Time	Regular Date	May 2012	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2013	Feb	Mar	April	May
<b>Council</b>	7.30	2nd Wednesday	9th	13th	11th		12th	10th	14th	12th	9th	13th	13th	10th	8th
<b>Finance and General Purposes</b>	8.00	1st Tuesday	1st	6th****	3rd		4th	2nd	6th	4th	2nd	5th	5th	2nd 30th*	
<b>Planning</b>	7.30	2nd & 4th Tuesday	8th 22nd	12th 26th	10th 24th	14th 28th	11th 25th	9th 23rd	13th 27th	11th**	3rd*** 22nd	12th 26th	12th 26th	9th 23rd	14th 28th
<b>Transport and Highways</b>	8.00	3rd Wednesday Alternate Months		20th				17th		19th		20th		17th	
<b>Leisure, Foreshore and Environment</b>	8.00	3rd Thursday	17th	21st	19th		20th	18th	15th	20th	17th	21st	21st	18th	16th
<b>Allotments</b>	8.00	3rd Wednesday Alternate Months	16th		18th		19th		21st		16th		20th		15th

\* 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 (11th) and 4th Tuesday (25th) December be replaced by one meeting held on 11th December

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

\*\*\*\* This meeting is on the Wednesday due to the Jubilee Bank Holiday



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QUALITY  
TOWN  
COUNCIL

Chairman: Cllr Pat Holden  
 Vice Chairman: Cllr Carole Mulrone  
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## Income and Expenditure 29<sup>th</sup> March to 25<sup>th</sup> April 2012 - Report 2042/I&E Expenditure incurred under the Power of Well Being

Cheque	Expenditure	Payee	Purpose
100291	£51.84	Amari Plastics	Board for Survey Post Boxes
100292	£29.99	Screwfix	Toolkit for Office
100293	£208.90	DOTS	Photocopies
100294	£1,056.05	SBC	Litter Bin & Dog Bin
100295	£600.00	Leigh Times	Town Guide Distribution £420.00 & Ad for Community Centre Survey £180.00
100296	£52.50	Shoecare	Allotment Keys
100297	£115.50	Mr R Allan-Smith	Diesel for Van £56.40 & Ball Valves & Floats for Tanks £59.10
100298	£23.28	Acumen	Salaries Processing – Mar 12
100299	£120.00	Chris Gasper	Easter Event - Punch & Judy
100300	£250.00	Armour Party Supplies Ltd	Easter Event - Bouncy Castles
100301	£205.30	Cory	Waste Collection & Bin Rental
100302	£3,125.00	SBC	Office Rent
100303	£15.50	NALC/LCR	Annual Magazine Subscription
100304	£392.00	Southend Theatres	Tickets for AIDA
100305	£4,546.19	SBC	By-Election
100306	£1,481.18	EALC	EALC/NALC Annual Subscription
100307	£24.00	Paul Beckerson	Survey Monkey – Marketing Survey Tool
100308	£132.30	Neopost	Franking Machine
100309	£180.00	Leigh Times	Ad for Community Centre Survey £180.00
100310	£17.58	Cllr. Caroline Parker	Easter Eggs – Easter Event
100311	£105.00	Norman Hood	MIDAS Training – Comm Trans
100312	£25.00	Fancy Dress Hire	Town Crier Outfit – Easter Event
100313	£150.00	Caroline Ahmet	Caza's Party – Easter Event
100314	£40.50	Mr R Allan-Smith	Diesel for Van £31.00 & Petrol for Machinery £9.50
100315	£21.00	SBC	Temp Event Notice – May Day
100316	£50.00	St John Ambulance	First Aid Cover for Easter Event
100317	£222.69	E.on	Office Electricity
100318	£210.12	Mayfield Cleaning	Office £150.72 and Buses £59.40
100319	£186.28	BT	Telephone & Line Rental
100320	£70.27	BT	Extra Line Rental
100321	£100.00	Petty Cash	
D/D	£91.21	e.on	Skate Park - Electricity Supply

D/D  
Payroll  
Transfer

£223.26 BNP Paribas  
£9,000.00

Photocopier Rental  
Pay, Tax, NI & Pensions for April 12  
Pay

**Income**

£43.50	Allotment Rent	Plot Holders
£15.00	Allotment Keys	Plot Holders
£3.00	Use of Room	FHCCP
£120.00	Hire of Room	Strangeways Hairdressers
£176.00	Farmers' Market	Stall Holders
£10.00	Xmas Lights	Bodies Opticians
£71.00	Sale of Food Waste & Green Sacks	Public
£97.45	Easter Event Collection	Public