



Leigh-on-Sea Town Council



71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk

QUALITY
TOWN
COUNCIL

Chairman: Cllr Carole Mulroney

Vice Chairman: Cllr Caroline Parker

Town Clerk: Paul Beckerson

You are hereby summoned to the meeting of the Leigh-on-Sea Town Council, which will take place on **Wednesday 14th November 2012** in Leigh Community Centre, 71-73 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. DECLARATIONS OF MEMBERS' INTERESTS
3. APOLOGIES FOR ABSENCE
4. PUBLIC QUESTIONS
5. QUESTIONS FROM COUNCILLORS
Does the Chairman agree with me that it is essential that Councillors fulfil their duty to their electorate by attending all meetings of which they are a member unless they are incapacitated?
Cllr Syrie Cox
6. MINUTES OF PREVIOUS MEETING – 10th October 2012
7. COMMITTEES
To receive Minutes of Committees
 - a) Planning Committee - To receive minutes of 9th and 23rd October 2012
 - b) Transport & Highways Committee – To receive minutes of 17th October 2012
 - c) Leisure Foreshore & Environment - To receive minutes of 18th October 2012
 - d) Finance & General Purposes - To receive minutes of 6th November 2012
8. TO DEAL WITH DEFERRED ITEMS FROM THE F&GPC MEETING OF THE 6th November 2012 (ITEMS 16, 17, 18 and 22 – Please bring your copy of the F&GPC Agenda)
9. TO ESTABLISH A STANDING COMMITTEE FOR THE LEIGH COMMUNITY CENTRE WITH TERMS OF REFERENCE RECOMMENDED BY F&GPC – (Appendix 1)
10. SBC LIBRARY CONSULTATION – (Report 2125 - Appendix 2)
11. FINANCIAL REPORT
To receive report 2115/I&E – (Appendix 3)

Paul Beckerson
Town Clerk
8th November 2012

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

DATE OF NEXT MEETING: Wednesday 12th December 2012

LEIGH COMMUNITY CENTRE COMMITTEE (LCCC) (5 MEMBERS)

LCCC is responsible for supporting the operation of the Leigh Community Centre (LCC). The Terms of Reference of LCCC are as follows:-

1. To deal, under delegated powers, with the following specific decision-making issues within the budget and policies approved by the Council:
 - a. To set policy relating to the general use of the LCC.
 - b. To receive reports from the LCC Manager who has delegated authority in managing the LCC and all operational matters relating to hirers and staffing.
 - c. To appoint members to the Advisory Board and to deal with any matters relating to the constitution or Terms of Reference of the Board.
 - d. To receive via the LCC Manager matters raised by the Advisory Board.
 - e. To consider correspondence relevant to its Terms of Reference.
2. To submit an annual proposed budget and a report of any over or under spends from the current year's budget to F&GPC not later than the end of November. The Committee Chairman shall draft the Budget for presentation to the Committee and may liaise with the RFO and the Chairman of F&GPC in its preparation.
3. In the event of a dispute with another Committee that cannot be resolved by the two Committees, the matter shall be referred to F&GPC for arbitration and F&GPC's decision on the matter shall be final.
4. Where the Committee proposes actions or policies outside of agreed Council policy, it shall make recommendations to the Council.
5. Refer any proposals which would incur non-budgeted expenditure, or would reduce by more than £1000 budgeted income, to F&GPC which shall make recommendations to the Council on the matter.
6. May vire monies within its approved budget between heads provided that any virement which would exceed more than 5% (up to a maximum of £1000) of the Committee's budget is referred to F&GPC for consideration of the financial implications of such a change.
7. Where acting under delegated authority the Committee may decide, by a simple majority of Councillors present and voting (abstentions counting as a vote), to refer the matter for decision to Council and shall make recommendations as appropriate.
8. To receive reports from any Council appointed representatives to other bodies relevant to the Committee.

SBC LIBRARY CONSULTATION – Report 2125

Shape the future of Southend's library services

The Council is undertaking a thorough review of the whole of the library service in Southend, to ensure it meets the needs and priorities of residents and is financially sustainable in years to come.

A cross-party member working group has been established to oversee a broad review of all elements of the library services, which will include extensive consultation with residents. The first stage of the review will be to ask residents what their priorities are and what they value most about the library service.

The review is being led by the Cultural Advisory Working Party - this is a cross party group comprising elected members and is chaired by Cllr Derek Jarvis, Portfolio Holder for Culture, Tourism and Events

- **The Council believes libraries are important** and know that they are valued by the local community
- **The Council's aim is for our libraries to be fit for the future**, providing the right services in the right places and making sure that the money spent benefits as many people as possible.
- **People's use of our libraries is changing**; more people are using our online services, and over the past three years there has been a 12% decline in the number of people visiting our libraries.
- **The purpose of the review will be to find out what the local community wants from their library service** and to consider whether alternative models of service provision have the potential to better meet those needs within the constrained resources available.
- **There are no preconceived ideas as to the final outcome**; we need as many people as possible to be involved with the review and take the opportunity to put forward their views and ideas.

Scope of the Review

The review will include;

- **Current service provision and performance** - benchmarking against comparator and other East of England library authorities.
- **Asset Management and operational review of the branch network and the Mobile Library Service** - Central library provision will be provided from the Forum: Southend from September 2013. The review will look at the physical buildings of the branch networks and the mobile library as well as service provision across the entire network; there may be elements of the new model of service delivery for the Forum that could be rolled out across the branches (physical or virtual).
- **An assessment of need across Southend Library Services of those groups and localities potentially affected** - we will take account of the local demographic profile of the borough and specifically for the catchment areas for each of the branches and the mobile library. It is vitally important that equalities issues are considered from the outset and are a constant consideration throughout the review.
- **Identification of service changes, development opportunities and priorities; including opportunities to collaborate across other public sector services and alternative methods of service delivery** - these are likely to emerge from the consultation exercises with a wide range of stakeholders.
- **Identification of required financial savings**

The outcome of the review will lead to the production of a draft Library strategy outlining how the agreed recommendations of the review will be implemented over a period of time from autumn 2013 to ensure that the Library Service remains fit for purpose for the next 15 - 20 years.

Throughout the review it is important that there is a high level of engagement with the community, staff (both library staff and other staff), members and other key stakeholders.

The review will be carried out in three stages as follows:-

Stage 1 - Fact finding (Autumn 2012)

During this stage we will gather information on current service provision and performance ; we will compare Southend's performance against comparator library authorities as well as other library services within the East of England.

We will take account of the physical condition of the branches and the mobile library along with the demographic profiles of our local communities.

A key part of this stage will be finding out how the library service is used by the entire community. We will be gathering this information through consultation which will take place during the period 1st October 2012 - 6th January 2013.

You can have your say [online now](#).

Stage 2 - Formulation of proposals (Jan - Jun 2013)

Following analysis of the responses from the initial consultation and using information gathered through the needs assessment, asset condition, available budget and other factors, proposals will be drafted for further consultation.

It is anticipated that this period of formal consultation will take place between March and June 2013, following which cabinet approval will be sought for the preferred option (anticipate this will be Sept 2013)

Stage 3 - Implementation Autumn 2013

This phase will encompass the communication of the decision to staff and public, giving details of the timetable for delivery of the new library service.

A dedicated e-mail address has been created for the duration of the review if you would like to leave any comments or have any queries you would like to be addressed: libraryreview@southend.gov.uk

Last updated: 5th October 2012



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Income and Expenditure 27th September to 30th October 2012 Report 2115/I&E Expenditure incurred under the Power of Well Being

Cheque	Expenditure	Payee	Purpose
Leigh Town Council Cheques			
100467	£150.00	Cash	Petty Cash
100468	£250.00	Neopost	Franking Machine Top-up
100469	£100.00	SBC	Comm Trans: Hire of Minibuses
100470	£15.00	Salvation Army	Comm Trans: Driver Verification
100471	£111.29	Viking	Stationery
100472	£396.90	Southend Theatres	Comm Trans: Proms Tickets
100473	£30.12	Acumen	Payroll Processing September
100474	£209.98	Cory Environmental	Skate Park: Refuse Bin Rental & Collection
100475	£51.68	P Beckerson	Travel Expenses
100476	£46.20	Mayfield Cleaning	Bus Shelters Cleaning
100477	£100.00	SBC	Variation To Premises Licence
100478	£844.65	BT Services Ltd	Telephone & Internet Services & Line Move charges
100479	£168.88	E.on	Electricity
100480	£280.60	Southend Theatres	Comm Trans: Fiddler on the Roof Tickets
100481	£70.00	SBC	Premises Licence Annual Charge
100482	£1,050.00	Audit Commission	External Audit
100483	£62.48	P Beckerson	Travel Expenses
100484	£1,404.10	SBC	Rent: 67 Elm Road – Final Bill
100485	£1,987.20	HAGS Play Ltd	Skate Park Balance of Repair Costs
100486	£333.45	Leigh Community Centre	Farmers' Market : Hall Hire
100487	£195.30	Southend Theatres	Comm Trans: Extra Fiddler on the Roof Tickets
100488	£73.35	SLCC	Books
100489	£50.25	British Gas	Gas – 67 Elm Road
Payroll Transfer	£20,000.00		Pay Tax NI & Pensions for October 12

Imprest Items

IM 13963	£8.00	HM Land Registry	Copy of Marshall Close Allotment Map
IM 13984	£12.91	Barracuda Central	IT – Spam Blacklist Removal

Direct Debits

DD	£35.05	E.on	Skate Park Electricity
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Leigh Town Council Income

£113.75	Sale of Green & Food Waste Bags	Public
£181.00	Farmers' Market	Stall Holders
£820.00	Xmas Lights Donations	Local Traders
£767.00	Community Transport	Community Transport Members
£2,431.50	Allotment Rent	Plot Holders
£5.00	Key Deposit	Plot Holder
£12.50	Allotment Rent Deposit	Plot Holder

Community Centre Cheques

100020	£220.00	P Beckerson	Security Licence
100021	£57.35	Knight Security	Keys
100022	£80.82	Cory	Refuse Bin Rental & Collection
100023	£766.39	Essex Supplies (UK) Ltd	Floor Polisher, 6 Liquid Soap Dispensers, Cleaning Materials
100024	£300.00	Southend Adult Community College	Payment for a Projector
100025	£17.00	Essex Supplies (UK) Ltd	Additional Liquid Soap Dispenser
100026	£348.43	BT Services Ltd	Telephone Calls & Line rental
100027	£263.47	Southend Adult Community College	Payment for Centre Electricity Charge
100028	£132.26	Corona Energy	Gas

Community Centre Income

£843.65	Room Hire	Hirers
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