

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

Chairman: Cllr Carole Mulroney
Vice Chairman: Cllr Caroline Parker
Town Clerk: Paul Beckerson



2nd May 2013

You are hereby summoned to the annual meeting of the Leigh-on-Sea Town Council, which will take place on **Wednesday 8th May 2013** at the Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm** when it is hoped to transact the following business.

PRIOR TO THE MEETING AT 7.00PM THERE WILL BE A PRESENTATION ON THE GENERAL POWER OF COMPETENCE

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. FINANCE AND GENERAL PURPOSES – MINUTE 202 – RECOMMENDATION TO AMALGAMATE PLANNING, LICENSING & HIGHWAYS AS A SINGLE COMMITTEE
7. MEMBERSHIP OF COMMITTEES FOR 2013/14
A note on Committee membership will be circulated to Councillors prior to the meeting
 - a) Transport and Highways Committee (6 Members) – If agenda item 6 not passed
 - b) Planning Committee (7 Members)
 - c) Leisure Foreshore and Environment Committee (8 Members)
 - d) Allotments Committee (6 Members)
 - e) Leigh Community Centre Committee (5 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 (4 Members) (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 and Vice Chairman.
8. MEMBERSHIP OF SUB-COMMITTEES FOR 2013/14
 - a) Licensing Sub-Committee (5 Members) – If Agenda Item 6 not passed
 - b) Personnel Sub-Committee (4 Members)
 - c) Strategy and Town Plan Sub-Committee (7 Members)
 - d) Community Transport Sub-Committee (4 Members)
9. TO APPOINT CO-OPTED MEMBERS TO COMMITTEES & SUB-COMMITTEES
 - a) Allotments Committee – Site Representatives etc
 - b) Community Transport Sub-Committee
10. REPRESENTATIVES TO OUTSIDE BODIES
Representative to Public and Passenger Transport Group – 1 + Reserve (Cllr Donald Fraser, Reserve Cllr Caroline Parker)

Thames Estuary Partnership – 1 (Cllrs Carole Mulroney and Paul Lawrence)
Leigh Port Partnership – 1 (Cllr Richard Herbert)
Southend Airport Consultative Committee – 1 (Cllr Cliff Passmore, Reserve Cllr Geoff Crawford)
Leigh Crime Prevention Panel – 1 (Cllr Cliff Passmore)
EALC Larger Local Councils Forum & AGM – 2 + Town Clerk (Cllrs Donald Fraser & Carole Mulroney)
EALC Executive Committee – 1 (Cllr John Wren)
Southend Business and Tourism Partnership – 2 + Town Clerk (Cllrs Margaret Cotgrove & Carole Mulroney)
Southend Business and Ratepayers Forum – 2 (Cllrs Carole Mulroney & Caroline Parker)

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 7.30pm

Transport and Highways – Alternate 3rd Wednesday in month, at 7.30pm – (if Agenda Item 6 not passed)

Leisure Foreshore & Environment - 3rd Thursday in each month, at 7.30pm

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

Allotments – Alternate 3rd Wednesday in each month, at 7.30pm

Leigh Community Centre Committee – 2nd Tuesday in each month at 7.30pm

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 £1516.86 (£1481.18)

Essex Playing Fields Association £25.00 (£25.00)

Local Council Review £15.50 (£15.50)

Community Transport Association £295.00 (£295.00)

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: Margaret Cotgrove, Donald Fraser, Richard Herbert, Mrs Pat Holden, Paul Lawrence, Carole Mulroney and Caroline Parker.

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

The previous representatives were Cllrs: Margaret Cotgrove and Carole Mulroney
Reserve Cllr Caroline Parker

15. MINUTES OF PREVIOUS MEETING – 25TH APRIL 2013

16. TO RECEIVE THE MINUTES OF THE ANNUAL TOWN ELECTOR'S MEETING 19TH APRIL 2013

17. QUESTIONS FROM COUNCILLORS

18. COMMITTEES

To receive Minutes of Committees

a) Planning Committee - To receive minutes of 9th & 23rd April 2013

b) Leigh Community Centre Committee – To receive minutes of 16th April 2013


c) Transport & Highways - To receive minutes of 17th April 2013

d) Leisure Foreshore & Environment - To receive minutes of 18th April 2013

f) Finance & General Purposes - To receive minutes of 30th April 2013

19. FINANCIAL REPORT

To receive report 2207/I&E – (Appendix 2)



Paul Beckerson
Town Clerk
2nd May 2013

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

DATE OF NEXT MEETING: Wednesday 12th June 2013

Leigh-on-Sea Town Council - Meetings timetable 2013/14

Meeting	Time	Regular Date	May 2013	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2014	Feb	Mar	April	May
Council	7.30	2nd Wednesday	8th	12th	10th		11th	9th	13th	11th	15th	12th	12th	9th	14th
Finance and General Purposes	7.30	1st Tuesday		4th	2nd		3rd	1st	5th	3rd	7th	4th	4th	1st	6th
Planning	7.30	2nd & 4th Tuesday	14th 28th	11th 25th	9th 23rd	13th 27th	10th 24th	8th 22nd	12th 26th	17th**	8th*** 28th	11th 25th	11th 25th	8th 22nd	13th 27th
Transport and Highways	7.30	3rd Wednesday Alternate Months		19th			4th [§]	16th		18th		19th		16th	
Leisure, Foreshore and Environment	7.30	3rd Thursday	16th	20th	18th		19th	17th	21st	19th	16th	20th	20th	17th	15th
Allotments	7.30	3rd Wednesday Alternate Months	15th		17th		18th		20th		22nd****		19th		21st
Leigh CC	7.30	3rd Tuesday	21st	18th	16th		17th	15th	19th	10th*****	21st	18th	18th	15th	20th

* 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 (10th) and 4th Tuesday (24th) December be replaced by one meeting held on 17th December

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

**** Allotments a week later because of displaced Council Meeting

***** LCC swapped with Planning

§ This is an additional meeting to reduce the gap between June and October



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QUALITY
TOWN
COUNCIL

Chairman: Cllr Carole Mulroney
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Income and Expenditure 26th March to 23rd April 2013 Report 2207/I&E Expenditure incurred under the Power of Well Being

Cheque	Expenditure	Payee	Purpose
Leigh Town Council Cheques			
100596	£12.50	Mrs [REDACTED]	Allotment Deposit Refund
100597	£7.00	Mr [REDACTED]	Allotment Deposit Refund
100598	£7.00	Mr [REDACTED]	Allotment Deposit Refund
100599	£7.00	Mr [REDACTED]	Allotment Deposit Refund
100600	£12.50	Mr [REDACTED]	Allotment Deposit Refund
100601	£7.00	Mr [REDACTED]	Allotment Deposit Refund
100602	£7.00	Ms [REDACTED]	Allotment Deposit Refund
100603	£12.50	Mr [REDACTED]	Allotment Deposit Refund
100604	£12.50	Mr [REDACTED]	Allotment Deposit Refund
100605	£12.50	Ms [REDACTED]	Allotment Deposit Refund
100606	£11.04	Cllr Pat Holden	Travel Expenses
100608	£42.00	Alljay Plastics	Easter Event Banner
100609	£150.00	Neopost	Postage Top-up
100610	£41.70	Miss R Upton	Skate Park Cleaning Cover
100611	£100.00	D Richardson	Easter Event – Face Painting
100612	£150.00	4 th /5 th Leigh Sea Scouts	Easter Event - Collection
100613	£250.00	St Clements PCC	Easter Event - Donation
100614	£50.00	Miss S Cushion	Easter Event - Chicks
100615	£25.00	Fancy Dress Hire	Easter Event – Town Crier
100616	£75.00	Mr J Peek	Easter Event – Punch and Judy
100617	£1,516.86	EALC	Affiliation Fee
100618	£138.91	Neopost	Postal – Rate change protection
100619	£20.00	Leigh Lions	Easter Event – Stall Refund
100621	£16.00	NALC	Annual Subscription
100622	£100.00	Marie Antoniou	Easter Event – Face Painter
100623	£100.00	Petty Cash	Top Up
100624	£46.20	Mayfield Cleaning	Bus Shelters

100625	£43.20	Alljay Plastics	ATM Banner
100628	£720.00	SBC	Hanging Baskets
100631	£30.12	Acumen Wages	Payroll Processing
IM130409	£3919.94	AA Fencing	Allotments Fence
Payroll Transfer	£5,000.00		

Imprest Items

£201.04	Toolstation	Extension Leads & Cable
£94.08	CPC	Extension Drums
£24.00	Survey Monkey	Library On-Line Petition

Direct Debits

£765.00	SBC	CC Business Rates
£66.24	The Calls Warehouse	CC Telephone
£1,380.12	Corona Energy	CC Gas
£1.45	Global Payments	CC Debit Card Charges

Leigh Town Council Income

£244.00	Community Transport	Community Transport Members
£32.50	Allotment Rents, Tenancy Deposits and Keys	Plot Holders
£215.00	Farmers' Market	Stall Holders
£35.00	Easter Event	Stall Holders
£177.31	Easter Event	Collection
£	Xmas Lights Donation	Body's Opticians
£6.75	Sale of Green & Food Waste Sacks	Public

Community Centre Cheques

100082	£334.88	Metal Culture	Refund of Room Hire Charges
100083	£75.56	Essex Supplies (UK) Ltd	Cleaning Materials
100084	£125.21	Cory Environmental	Container Rental & Collection
100085		Cancelled	
100086	£905.00	V Moyse (The Scaffman)	Tower Scaffolding
100087	£2,307.30	Express Lifts	Lift Repairs

Annual Town Council 8th May 2013 – Appendix 2

100088	£90.00	Brook Systems	Reprogram HS Phone
100089	£273.00	LCA Electrical	Fire Alarm Panel
100090	£212.07	Anglian Water	June – November 2012
100091		Cancelled	
100092	£1,797.49	SACC	Bill Paid on LCC Behalf
100607	£14.85	Knight Security Systems	Cupboard Keys
100620	£66.55	Canon UK	Inherited Photocopier Charge
100626	£31.19	Essex Supplies (UK) Ltd	Cleaning Items
100627	£481.20	Secom PLC	Annual Security Alarm Rental
100629	£1625.18	Express Lifts	Replace Faulty Lift Control Panel
100630	£536.12	Autobar (UK) Ltd	Vending Machine Repairs

Community Centre Income

£60.00	Donations from Friends	
£6,316.15	Room Hire	Hirers