



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 Caroline Parker
Vice Chairman: Cllr Paul Lawrence
Town Clerk: Paul Beckerson



8th May 2014

You are hereby summoned to the annual meeting of the Leigh-on-Sea Town Council, which will take place on **Wednesday 14th May 2014** 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.

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. REVIEW OF TERMS OF REFERENCE FOR COMMITTEES

To be deferred until next Council meeting after Governance and Audit Working Party has completed review.

7. MEMBERSHIP OF COMMITTEES FOR 2014/15
A note on Committee membership will be circulated to Councillors prior to the meeting
 - a) Transport and Highways Committee (6 Members)
 - b) Planning Committee (6 Members)
 - c) Leisure Foreshore and Environment Committee (8 Members)
 - d) Allotments Committee (6 Members)
 - e) Leigh Community Centre Committee (9 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 2014/15
 - a) Personnel Sub-Committee (4 Members)
 - b) Strategy and Town Plan Sub-Committee (7 Members)
 - c) 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. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS

To be deferred until next Council meeting after Governance and Audit Working Party has completed review.

11. REPRESENTATIVES TO OUTSIDE BODIES (Current representatives in brackets)
Representative to Public and Passenger Transport Group – 1 + Reserve (Cllr Donald Fraser, Reserve Cllr Caroline Parker)
Thames Estuary Partnership – 2 (Cllrs Carole Mulroney and Paul Lawrence)
Leigh Port Partnership – 1 (Cllr Richard Herbert)
Southend Airport Consultative Committee – 1 (Cllr Geoff Crawford)
Leigh Crime Prevention Panel – 1 (Cllr Paul Lawrence)
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 – Town Clerk (Cllrs Margaret Cotgrove, Syrie Cox & Carole Mulroney)
Southend Business and Ratepayers Forum – 2 (Cllrs Caroline Parker and Paul Lawrence)
12. 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
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 – 1st Wednesday 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.
13. TO CONSIDER THE PAYMENT OF ANNUAL SUBSCRIPTIONS (Last year's amounts in brackets)
Essex Association of Local Councils and National Association of Local Councils £1,503.54 (£1,516.86)
Essex Playing Fields Association £25.00 (£25.00)
Local Council Review £16.00 (£15.50)
Community Transport Association £295.00 (£295.00)
Thames Estuary Partnership £250.00 (£250.00)
Parish On Line £220.00 (£220.00)
RCCE Village Halls & Community Buildings £40.00 (£40.00)
14. 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, Jerry Holden, Pat Holden, Paul Lawrence, Carole Mulroney and Caroline Parker.
15. TO NOMINATE 2 REPRESENTATIVES TO SOUTHEND'S STANDARDS COMMITTEE
The previous representatives were Cllrs: Margaret Cotgrove and Carole Mulroney
Reserve Cllr Caroline Parker
16. MINUTES OF PREVIOUS MEETING – 9TH APRIL 2014
17. TO RECEIVE THE MINUTES OF THE ANNUAL TOWN ELECTOR'S MEETING 25TH APRIL 2014
18. QUESTIONS FROM COUNCILLORS
19. COMMITTEES
To receive Minutes of Committees
 - a) Planning Committee - To receive minutes of 8th & 22nd April 2014
 - b) Leigh Community Centre Committee – To receive minutes of 7th May 2014
 - c) Transport & Highways - To receive minutes of 16th April 2014
 - d) Leisure Foreshore & Environment - To receive minutes of 17th April 2014
 - f) Finance & General Purposes - To receive minutes of 6th May 2014

20. FINANCIAL REPORT

To receive report 2350/I&E – (Appendix 2)



Paul Beckerson
Town Clerk
8th May 2014

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

DATE OF NEXT MEETING: Wednesday 11th June 2014

Leigh-on-Sea Town Council - Meetings timetable 2014/15

| Meeting | Time | Regular Date | May 2014 | June | July | Aug | Sept | Oct | Nov | Dec | Jan 2015 | Feb | Mar | April | May |
|---|------|-----------------------------------|--------------|--------------|-------------|--------------|--------------|--------------|--------------|--------|-----------------|--------------|--------------|--------------|------------------|
| Council | 7.30 | 2nd Wednesday | 14th | 11th | 9th | | 10th | 8th | 12th | 10th | 14th | 11th | 11th | 8th | 13th |
| Finance and General Purposes | 7.30 | 1st Tuesday | | 3rd | 1st | | 2nd 30th* | | 4th | 2nd | 6th | 3rd | 3rd 31st* | | 5th |
| Planning & Licensing | 7.30 | 2nd & 4th Tuesday | 13th 27th | 10th 24th | 8th 22nd | 12th 26th | 9th 23rd | 14th 28th | 11th 25th | 16th** | 8th**** 27th | 10th 24th | 10th 24th | 14th 28th | 14th\$\$ 26th |
| Transport and Highways | 7.30 | 3rd Wednesday Alternate Months | | 18th | | | 4th\$ | 15th | | 17th | | 18th | | 15th | |
| Leisure, Foreshore and Environment | 7.30 | 3rd Thursday | 15th | 19th | 17th | | 25th*** | 16th | 20th | 18th | 15th | 19th | 19th | 16th | 21st |
| Allotments | 7.30 | 3rd Wednesday Alternate Months | 21st | | 16th | | 17th | | 19th | | 21st | | 18th | | 20th |
| Leigh CC | 7.30 | 1st Wednesday | | 4th | 2nd | | 3rd | 1st | 5th | 3rd | 7th | 4th | 4th | 1st | 6th |

* 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 (9th) and 4th Tuesday (23rd) December be replaced by one meeting held on 16th December

*** This meeting is a week later because of the EALC AGM

**** Planning meeting a week early on Thursday to reduce gap from December meeting

\$ This is an additional meeting on Thursday to reduce the gap between June and October

\$\$ Planning meeting on Thursday after Committee appointed



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Income and Expenditure 27th March to 22nd April 2014 Report 2350/I&E Expenditure incurred under the General Power of Competence

| Cheque | Expenditure | Payee | Purpose |
|--------|-------------|------------------------------|---------------------------------------|
| | | Expenditure - Cheques | |
| 100936 | £27.07 | PMS International | Easter Event - Bunting |
| 100937 | £555.84 | Cory | Garden Waste Sacks |
| 100938 | £66.53 | Knight Security | Allotment & CC Keys |
| 100939 | £93.00 | LCA Electrical | Light and Transformer |
| 100940 | £29.41 | Essex Supplies | CC Cleaning Materials |
| 100941 | £734.40 | MDAS | Reimbursement of Grab Lorry Charge |
| 100942 | £100.00 | Cash | Petty cash |
| 100943 | £600.00 | Vicarage Marquees | Maritime Event – Marquee Deposit |
| 100944 | £1,503.54 | EALC | Affiliation Fees |
| 100945 | £40.37 | Knight Security | Padlock & Keys for Allotment Lock up |
| 100946 | £250.00 | Thames Estuary Partnership | Subscription Fee |
| 100947 | £46.20 | Mayfield Cleaning | Bus Shelter Cleaning |
| 100948 | £75.00 | Joseph Peek | Easter Event – Punch & Judy |
| 100949 | £286.00 | Southend Theatres | Community Transport - Theatre Tickets |
| 100950 | £276.00 | ELA Group | CC Lift Repair |
| 100951 | £145.86 | Neopost | Annual Postage Rate Protection |
| 100952 | £90.00 | Leigh Times | ATM Advert |
| 100953 | £54.00 | Sign Factory | Easter Event – Banner Amendments |
| 100954 | £20.00 | Brian Houssart MBE | Community Transportation expenses |
| 100955 | £25.00 | Bob's Barbershop | Community Transport donation |
| Bk Tr | £42.06 | Acumen | Salaries Processing |
| Bk Tr | £15,000.00 | To Payroll A/C | April Payroll |
| Bk Tr | £150,000.00 | To Savings A/C | |
| | | | |

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| | | | |
| | | Expenditure - Imprest Items | |
| | £65.01 | Tool Station | Events Equip – Platform Truck, Hazard Tape Cable Ties etc |
| | £96.11 | Thames Valley Supplies | Events Equip - Cable Covers |
| | | Expenditure - Direct Debits | |
| | £31.13 | E.on | LTC Electricity- Skate Park |
| | £6.46 | Global Payments | CC Card Processing Charges |
| | £126.89 | GOCARDLESS LTD (Verde Coffee) | Elsie's Place Coffee machine rental & coffee beans (cost recovered by LTC) |
| | £73.92 | GOCARDLESS LTD (Verde Coffee) | Elsie's Place Coffee machine rental & coffee beans (cost recovered by LTC) |
| | £212.42 | British Telecom | LTC Telephone Charges |
| | £168.48 | Wessex Leasing | CC Wash Hand Driers Lease/Rental |
| | £778.50 | Southend Borough Council | CC General Rates |

**Income Received by
Committee**

| | |
|--|---------------------|
| Allotments Committee | £ 0 |
| Finance & General Purposes Committee | £ 110.00 |
| Finance & General Purposes Committee - Precept | £ 164,790.50 |
| Leigh Community Centre Committee | £ 4,777.66 |
| Leisure, Foreshore & Environment Committee | £ 1,034.14 |
| Transport & Highways Committee | £ 0 |
| Planning Committee | £ 0 |
| Total | £ 170,712.30 |