



# Leigh-on-Sea Town Council

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Chairman: Cllr Carole Mulrone  
Town Clerk: Paul Beckerson (Helen Symmons – acting)

## MINUTES OF A MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.30PM ON TUESDAY 21<sup>ST</sup> MARCH 2017 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulrone (Chairman), Karen Bowden, Patrick Fox, Donald Fraser, Jill Healey, Richard Herbert, Fr. Clive Hillman, Valerie Morgan, Declan Mulrone, Ron Owen, Caroline Parker, Vivien Rosier and Jane Ward

Also in attendance: Helen Symmons (Town Clerk – acting), Gavin Dixon (Leader of Kings Church) until minute 132.

Prior to the meeting Justin Benson-Ryal, Station Commander of Leigh Fire Station introduced himself and spoke with the members. Gavin Dixon, Leader of King's Church, then led Councillors in prayers.

### ***The meeting opened at 7.37 pm***

#### 113. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting and spoke about the High Sheriff Awards event she had attended. Cllrs Fraser and Herbert were thanked for attending the Thursday Club closing party.

#### 114. APOLOGIES FOR ABSENCE

Cllrs: Jill Adair and Mark Bromfield

#### 115. DECLARATION OF MEMBERS' INTERESTS

***Cllr C Mulrone declared a non-pecuniary interest as a Southend Borough Councillor on the Development Control Committee when at minute 119 (a) Cllr Fraser spoke further on planning minute 249 (28<sup>th</sup> February 2017 meeting)***

#### 116. APPROVAL OF MINUTES OF THE EXTRAORDINARY MEETING 7<sup>TH</sup> FEBRUARY 2017

The minutes of the meeting of 7<sup>th</sup> February 2017 were agreed and signed by the Chairman as a true and accurate record.

#### 117. PUBLIC REPRESENTATIONS

There were none

#### 118. QUESTION FROM COUNCILLORS

There were none

### COMMITTEES

#### 119. COMMITTEES – Agenda item 7

- a) Cllr Fraser presented the minutes of the Planning, Highways and Licensing Committee of 24<sup>th</sup> January, 14<sup>th</sup> February, 28<sup>th</sup> February and 14<sup>th</sup> March 2017 which were **NOTED** by Council.

Cllr Fraser referred to minute 249 of the meeting 28<sup>th</sup> February and provided members with more detail.

- b) Cllr Herbert presented the minutes of the Community Facilities Committee of 7<sup>th</sup> February 2017. These were **NOTED** by Council.

Further detail regarding minute 21 (Leisure Development Sub-Committee) was provided following a query.

- c) Cllr Valerie Morgan presented the minutes of the Environment and Leisure Committee of 21<sup>st</sup> February 2017 which were **NOTED** by Council.

Additional information was provided regarding minute 67.

- d) Cllr Ward presented the minutes of the Policy and Resources Committee of 7<sup>th</sup> March 2017 which were **NOTED** by Council.

There was one recommendation at this stage in the meeting, the other recommendations would be attended to later in the meeting at the appropriate agenda point.

**Minute 100** – To approve the expenditure and note the income (Report 2644/I&E – Appendix 1 to the agenda)

**RESOLVED:** That the expenditure and income in Report 2644/I&E be approved and noted respectively

DECISION ITEMS
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120. RENEWAL OF LICENCES – **Agenda item 8**

Council **RESOLVED** that the Acting Town Clerk be given authority to execute the renewal of the café licence.

121. ADOPTION OF REVISED RISK REGISTER – **Agenda item 9**

Council **RESOLVED** the Risk Register.

122. ADOPTION OF REVISED FINANCIAL REGULATIONS – **Agenda item 10**

The Acting Town Clerk explained the amendments.

Council **RESOLVED** the revised Financial Regulations.

123. GOVERNANCE STATEMENT – **Agenda item 11**

The Chairman read each accounting statement with members reviewing the specific control measures.

Statement 1 – The Council has put in place arrangement for effective financial management during the year and for the preparation of the accounting statements with specific control measures.

The Council **RESOLVED** Statement 1

Statement 2 – The Council has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness with specific control measures.

The Council **RESOLVED** Statement 2

Statement 3 – The Council took all reasonable steps to assure itself that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.

The Council **RESOLVED** Statement 3

Statement 4 – The Council has provided proper opportunity during the year for the exercise of electors' rights in accordance with requirements of the Accounts and Audit Regulations.

The Council **RESOLVED** Statement 4

Statement 5 – The Council has carried out an assessment of the risks facing the Council and have taken appropriate steps to manage these risks, including the introduction of internal controls and/or external insurance where required.

The Council **RESOLVED** Statement 5

Statement 6 – The Council maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.

The Council **RESOLVED** Statement 6

Statement 7 – The Council took appropriate action on all matters raised in reports from internal and external audit.

The Council **RESOLVED** Statement 7

Statement 8 – The Council has considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after year end have a financial impact on the council and where appropriate have included them in the accounting statements.

Council **RESOLVED** Statement 8

124. REVIEW OF STANDING ORDERS AND TERMS OF REFERENCE – **Agenda item 12**

Council **RESOLVED** to request that P&R Committee hold a PDG meeting to review Standing Orders and Terms of Reference for Council and Committees and to make their recommendations to P&R Committee 2<sup>nd</sup> May 2017.

FOR NOTING
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125. TOWN CLERK'S (ACTING) REPORT 2645/HS

The report was **NOTED**. The Acting Town Clerk advised members that the Election Notice for the Leigh Road Ward vacancy was now advertised. If contested, the election date will be Thursday 27<sup>th</sup> April 2017. Members discussed the changes to the Annual Town Meeting.

126. TIME TABLE OF MEETINGS 2017/18

Council requested that the Chairmen Forum meetings take place two weeks prior to each full Council meeting. The Acting Town Clerk will revise the schedule and present for acceptance at the Annual Council Meeting in May.

127. REVIEW OF MEMBERS' INTERESTS

The Chairman reminded all members of the need to review their Declaration of Interest statements.

128. COUNCIL TAX REFERENDUM PRINCIPLES TO TOWN AND PARISH COUNCILS

A recent letter relating to this issue from NALC was circulated to members.

FINANCIAL
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129. STAFF SALARY PAYMENT FOR 2017/18 – **Agenda item 17**

Council **RESOLVED** the monthly salary expenditure for 2017/18

130. COPY OF FINAL COUNCIL BUDGET 2017/18

Members were provided with a copy of the resolved budget for 2017/18

CONFIDENTIAL
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131. MOTION TO EXCLUDE PUBLIC – THE PUBLIC BODIES (Admission to Meetings) ACT 1960

Council **RESOLVED** that in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SOs 3(d) and 24 – staffing and public award)

***Gavin Dixon left the meeting***

***Start of confidential business***

132. GOOD FOR LEIGH AWARDS – **Agenda item 20**

An additional nomination was submitted.

Council **RESOLVED** that not all nominations would be given an award and voting took place.

Council **RESOLVED** to present six Good for Leigh Awards at the Annual Town Meeting on Friday 28<sup>th</sup> April 2016.

***The Acting Town Clerk left the meeting***

133. STAFFING RECOMMENDATION – **Agenda item 21**

Council considered the recommendation from P&R Committee.

Council **RESOLVED** to appoint Helen Symmons to the position of Town Clerk with effect from 10<sup>th</sup> April 2017 as per the confidential recommendation.

***End of confidential business***

***The Acting Town Clerk returned to the meeting***

***The meeting closed at 8.32 pm***