

LEIGH-ON-SEA TOWN COUNCIL

67, Elm Road, Leigh-on-Sea, Essex SS9 1SP

Tel: 01702 716288 leighcouncil@btconnect.com

www.essexinfo.net/leigh-on-sea

Chairman: Cllr. Margaret Cotgrove

Vice Chairman: Cllr. Carole Mulroney



MINUTES OF THE MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.30 PM ON WEDNESDAY 12th MAY 2010 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Margaret Cotgrove (Chairman), Abbot, Hilary Davison, Mrs Crystall, Patsy Ryan, M. Dolby, P Dolby, Fraser, J. Holden, Pat Holden, Caroline Parker and Mrs Rowswell

Prayers were read by Rev. Keith Page, who thanked the Council for its work in the community.

RETIRING CHAIRMAN'S OPENING REMARKS

Despite it being a difficult year the Council has successfully continued with all planned events. She gave special thanks to all who organised and took part and she emphasised that no event can take place without everyone's hard work and dedication.

She thanked both Councillors and staff who have worked together to get through a difficult period and wished the Council well under the leadership of a new Town Clerk.

1. ELECTION OF CHAIRMAN

Cllr Pat Holden was elected Chairman. She thanked Councillors for placing their confidence in her and for electing her as Chairman for the year ahead. She said that she looked forward to promoting the Council and for working for the good of the Town and its people. She thanked Cllr Margaret Cotgrove and Vice Chairman Carole Mulroney for all the hard work they put in last year. She also extended her thanks to Keith Page for his prayers and words of inspiration when opening Council meetings each month.

2. ELECTION OF VICE CHAIRMAN

Cllr Mrs Mulroney was elected Vice Chairman.

3. DECLARATION OF MEMBERS INTERESTS

Cllr Fraser declared an interest in Report 1741/DF as he was involved in its preparation.

4. APOLOGIES FOR ABSENCE

Cllrs: Carole Mulroney, Mrs Cocks, Vaughan and Wren.

5. COUNCIL COMMITTEE STRUCTURE

It was **RESOLVED: that the Committee Structure Report 127L be adopted with an amendment to Finance & General Purposes Committee as follows:**

- a) other bodies at the top of page 2 should read 'EALC Larger Local Councils Forum representative on Enhancing Local Democracy,.....'

6. MEMBERSHIP OF COMMITTEES

The following Committees were formed with membership as shown:

Transport & Highways Committee	Planning Committee
Cllr Abbot Cllr Hilary Davison Cllr Patsy Ryan Cllr Fraser <u>Cllr Caroline Parker</u> Cllr Mrs J Rowswell Cllr Wren Cllr Margaret Cotgrove	Cllr Mrs Crystall Cllr M Dolby Cllr J Holden <u>Cllr Margaret Cotgrove</u> Cllr Vaughan Cllr Patsy Ryan
Leisure, Foreshore & Environment Committee	Allotments Committee
Cllr Mrs Cocks Cllr Mrs Crystall <u>Cllr Hilary Davison</u> Cllr P Dolby Cllr Patsy Ryan Cllr Mrs J Rowswell Cllr Vaughan Cllr Abbot	Cllr J Holden Cllr Mrs Crystall <u>Cllr Mrs Rowswell</u> Cllr Patsy Ryan Cllr Wren

The meeting was adjourned at 8.15 p.m. to elect a Chairman for each of the above Committees. The meeting was reconvened at 8.25 p.m.

7. FINANCE & GENERAL PURPOSES COMMITTEE

The F & G P Committee was formed with membership as follows:

Finance & General Purposes Committee
Cllr Margaret Cotgrove Cllr Mrs Rowswell Cllr Hilary Davison Cllr M Dolby Cllr P Dolby Cllr Fraser Cllr J Holden Cllr Caroline Parker

8. DATES & TIMES OF MEETINGS

Agreed as per the sheet attached.

9. ANNUAL SUBSCRIPTIONS

The following were approved:

Essex Association of Local Councils and National Association of Local Councils
£1389.19 (£1353.49).

Essex Playing Fields Association £25.00 (£25.00)

Local Council Review £13.50 (£11.99)

Community Transport Association £165.96 (£143.62)

SAVS £0.00 (£22.00)

Thames Estuary Partnership £250.00 (£250.00)

10. SIGNATORIES

Cheques: Any two from Cllrs: Hilary Davison, P Dolby, Mrs Cocks, Fraser and Mrs Rowswell.

Salary Payment Sheets: either of Cllrs: Fraser or Mrs Rowswell.

11. REPRESENTATIVES TO SOUTHEND'S STANDARDS COMMITTEE

Cllrs: Mrs Rowswell and P Dolby

Reserves Cllrs: Hilary Davison and Margaret Cotgrove.

12. MINUTES OF THE COUNCIL MEETING OF 14th APRIL WERE AGREED AND SIGNED BY THE CHAIRMAN

13. COMMITTEES

a) **Planning Committee** The minutes of the meetings held on 13th and 27th April were noted, subject to the amendment that para 111 should be 116 on the minutes of 27th April.

b) **Transport & Highways Committee** The minutes of the meetings held on 21st April were noted.

It was **RESOLVED: to write to Southend Borough Council to request a pedestrian refuge (near Herschell Road) on Marine Parade, for commuters and local residents.**

It was **RESOLVED: to continue to support financially the crossing patrols at Westleigh Schools and North Street Schools at a cost of £4,037.16 each.**

It was **RESOLVED: to request Southend Borough Council to install a litter bin outside the newsagents at the junction of Station Road and London Road.**

It was **RESOLVED: that the Chairman contacts Andrew Meddle regarding ordering the sign, and will obtain an up to date quotation from Malcolm Lane & Son who manufacture these road signs.**

c) **Leisure Foreshore & Environment Committee** The minutes of the meeting held on 15th April were noted.

It was **RESOLVED: that up to £500 be contributed to pay for the signs for Leigh Regatta 2010.**

It was **RESOLVED: that the 2010 'Night of the Lights' switch-on take place on Friday 26th November.**

d) **Allotments Committee** The minutes of the meeting held on 28th April were noted.

- e) **Finance & General Purposes Committee** The minutes of the meeting held on 4th May were noted.

It was **RESOLVED**: that Southend Council be requested to authorise EDF Energy to restore power to the column and that up to £750 be authorised for this purpose.

It was **RESOLVED**: that all Committee Chairmen and Convenors of working parties prepare a short resumé of the remit of their committee/working party and highlight for Paul any areas he should be aware of or particular matters which will require his urgent attention.

It was **RESOLVED**: that a welcoming, evening reception at the Council Offices be arranged to which all Councillors, Leigh Borough Councillors, relevant Borough Officers, the local MP, staff and the press be invited to meet Paul.

It was **RESOLVED**: that up to £200 from the publicity budget be allocated for this reception.

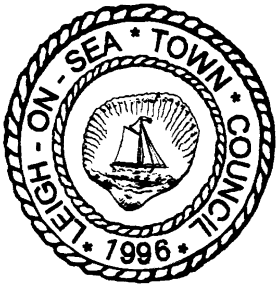
It was **RESOLVED**: that: a press release be issued in respect of Paul's appointment.

It was **RESOLVED**: that the Town Council again pays for the cost of the two School Crossing Patrols serving North Street Schools at the junction of Elm Road and Rectory Grove and the West Leigh Schools at a cost of £8074.32 with £575 taken from General Reserve (Local Government Act 1972 s137).

It was **RESOLVED**: that the processing of Leigh Town Council salaries is outsourced to Acumen Wage Services at an annual cost of £280.60 + VAT

14. FINANCIAL REPORT

It was **RESOLVED**: that Income and Expenditure report 1741/DF be approved.



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Report 127L

COUNCIL COMMITTEE RESTRUCTURING FOR 2010/11

6th May 2010

a) **Full Council.**

Has the overall authority on any matters concerning the Council.

Sets policy, and controls all decisions except where delegated.

Must approve the Council's budget, precept and accounts.

Must agree to all spending, or delegate authority to spend within specific limits according to Standing Orders.

All resolutions must be minuted separately, even if contained in minutes of Committee or adopted reports.

b) **Committees.** For Sub-Committees and Working Parties, see sections c and d below.

Finance and General Purpose Committee. (8 members, Chairmen of Leisure Foreshore and Environment, Transport and Highways, Planning and Allotments Committees plus 4 others) Note: In the event that one of the Committee chairmen is an ex-officio member of Finance and G.P., or the same person is Chairman of more than one Committee, the Committee will be made up to 8 members by election of extra councillor(s).

Produces Policy documents as directed by, or for the attention of, Full Council.

Finance

Monitors and advises on:

- Cash flow and balances.
- Administration expenditure.
- Agreed budget expenditure.
- Budgets for the next year and precept level.

Recommends Income and Expenditure reports for approval

Community Affairs:

- Crime Prevention.
- Licensing policy
- Community Action Programmes.

Staff:

- Staffing levels, duties, remuneration and conditions
- Grievance and discipline
- Appointments

Receives reports from Council appointed representatives to other bodies (Leigh Crime Prevention Panel, Southend Airport Consultative Committee, Community Safety Forum, Larger Local Councils Forum, EALC representative on Enhancing Local Democracy,

Southend Business Ratepayers forum, Southend Business and Tourism Partnership and others as may be appointed from time to time).

Liaison with other bodies.

Co-ordinates action where more than one Committee is involved.

Makes recommendations to Council on premises.

Working Parties reporting to Finance & G.P. are shown in (d) below

Planning Committee (6 members)

Advises on changes to the Borough Development Framework plus regional and national plans and planning consultations.

Delegated powers to respond on planning applications and other non-strategic issues.

Transport & Highways Committee. (8 members)

Advises on matters referred from, or being discussed by, Southend Borough Council relating to:

- Highways.
- Parking.
- Public Transport
- Waste and refuse.

Initiates action on any improvements relating to the above.

Working Parties reporting to Transport & Highways are shown in (d) below

Leisure Foreshore & Environment Committee. (8 members)

Advises and makes recommendations on:

- Leisure facilities and activities.
- Parks.
- Publicity.
- Promotional activities.
- Foreshore.
- Amenities (Toilets, seats etc.).
- Water quality.
- Local Agenda 21.

Community Transport programme

Representatives to leisure and environmental organisations and to the Leigh Port Partnership

Working Parties reporting to Leisure Foreshore & Environment are shown in (d) below

Allotments Committee (5 members plus a co-opted member representing each Allotment site and other co-opted members as required by the Committee)

Delegated power to administer, manage and maintain the allotments in line with Council policy and within budget.

Co-opted members have no voting rights on matters affecting finance or policy

Working Parties reporting to Allotments are shown in (d) below

c) Sub-Committees

Licensing Sub-Committee. (G. P.)

Delegated powers to respond to Licensing applications and other non-strategic licensing issues.

Personnel Sub-Committee. (G. P.)

Delegated powers to recruit and appoint staff, and to deal with unresolved staff grievances and disciplinary matters in line with Council policy.

Full Council shall make the final decisions where the issue cannot be resolved by the Sub-Committee.

Advises on staffing - levels, duties, remuneration and conditions of Council employees.

Community Transport Sub-Committee. (L. F. & E.)

Delegated powers to arrange transport and events for disabled and elderly members of the community within budget.

d) **Working Parties**

Working Parties cannot be delegated power. Committees may add or disband Working Parties during the year at their discretion.

i) Reporting to Finance & G.P.

- Youth
- Establishment
- Premises
- Presentation
- Internal Audit
- External Audit
- Youth Facility Management
- Quality Council
- Annual Town Meeting

ii) Reporting to Transport & Highways

- Bollards
- Local Transport Plan
- Safer Journeys to School
- Marine Estate Parking
- Bus Services and Bus Shelters

iii) Reporting to Leisure Foreshore and Environment

- Farmers Market
- Town Guide
- Strand Wharf
- Leigh Lights
- Lights Switch-on
- Old Town
- Fishing Festival
- Carols on Strand Wharf
- May Day
- Easter Event
- Good for Leigh
- Old Town Community Group

iv) Reporting to Allotments

- Infrastructure
- Unapproved Activity
- Disputes
- Open Day



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Report 1741/DF

Income and Expenditure 25th March to 27th April 2010

Cheque	Expenditure	Payee	Purpose	Statute
100084	£600.00	M. Howard	Acting RFO Fee	(In all cases, LGA means Local Government Act and s is for section) LGA 1972 s111
100085	£30.00	EALC	2 Publications	LGA 1972 s111
100086	£2,625.00	Southend Borough Council	¼ Annual Rent	LGA 1972 s111
100087	£42.14	T. Cordery	Travel Expenses	LGA 1972 s111
100088	£10.80	V. Choppen	Travel Expenses	LGA 1972 s111
100089	£225.14	Viking Direct	Office Stationery	LGA 1972 s 111
100090	£120.00	The Salvation Army	Community Transport	Transport Act 1985 s19
100091	£376.02	Anglian Aggregate Bagging Company	Allotments - Aggregate	Small holdings and Allotments Act 1908 s26
100092	£48.73	Screwfix Direct	Allotments – Minor items	Small holdings and Allotments Act 1908 s26
100093	£18.80	R. Allan-Smith	Allotments – Wheel barrow hire	Small holdings and Allotments Act 1908 s26
100094	£91.65	The Sign Factory	Banner	LGA 1972 s111
100095	£949.64	HM Revenue & Customs	Income Tax and NIC	LGA 1972 s111
100096	£344.00	Southend Theatres Ltd	Comm Trans Tickets – Sherlock Holmes	Transport Act 1985 s19
100097	£26.79	Electronic Office Automation UK Ltd	Photocopies	LGA 1972 s111
100098	£83.08	Mayfield Cleaning Ltd	Bus Shelters	Local Govt Misc Provisions Act 1953 s4
100099	£57.50	Shoecare	Key cutting	LGA 1972 s111
100100*	£673.50	Essex Pension Fund	*Replacement of stopped cheque 100,065	LGA 1972 s111
100101*	£141.00	Grays Roofing Company	*Replacement of stopped cheque 100,066	LGA 1972 s111
100102*	£152.75	Cable Test Ltd	*Replacement of stopped cheque 100,067	LGA 1972 s111
100103*	£50.00	EALC	*Replacement of stopped cheque 100,068	LGA 1972 s137
100104	£372.85	Southend Borough Council	Rates	LGA 1972 s111
100105	£1,389.19	EALC	Affiliation Fees 2010/11	LGA 1972 s111
100106	£57.00	EALC	Councillor Training	LGA 1972 s111
100107	£192.62	Cory Environmental	Container Collection Rental	LGA 1972 s 111
100108	£293.75	Belfairs High School	Premises Hire for Annual Town Meeting	LGA 1972 s111
100109	£33.00	Jolly Good Time	Easter Event – Balloons & Prize	LGA 1972 s144

100110	£57.58	Soundtrack	Easter Event – Sound equipment	LGA 1972 s144
100111	£147.58	Mayfield Cleaning Ltd	Office Cleaning	LGA 1972 s111
100112	£310.00	SOS Domestic Abuse Projects	Easter Event Charity Collection	LGA 1972 s 137
100113	£500.00	Leigh Art Trail	Donation	LGA 1972 s145
100114	£150.00	Caza's Parties	Easter Event - Entertainer	LGA 1972 s144
100115	£120.00	Chris Gasper	Easter Event – Punch & Judy	LGA 1972 s144
100116	£44.62	J. Watson	First Aid Post Equipment	LGA 1972 s 137
100117	£44.80	E. Durrant	Town Clerk Interviewee Travel Expenses	LGA 1972 s 111
100118	£154.22	Callidus Computer Centre Ltd	Computer Support	LGA 1972 s 111
100119	£31.96	P. Holden	Premises – Fence Panels	LGA 1972 s 111
100120	£198.85	E.on	Office Electricity	LGA 1972 s 111
100121		Cancelled		
100122	£30.00	Taxi Drivers Charity Fund	Use of minibus	Transport Act 1985 s19
100124	£30.00	West Leigh Baptist Church	Use of minibus	Transport Act 1985 s19
100125	£270.40	BT	Office, phone & fax	LGA 1972 s 111
100126	£30.00	New Road Methodist Church	2 meetings of Old Town Community Group	LGA 1972 s 111
100127	£135.00	Paper Mill Lock Cruises	Community Transport	Transport Act 1985 s19
100128	£9.20	Salvation Army	Community Transport – Driver Verification	Transport Act 1985 s19
100129	£28.00	D. Richardson	Easter Event – Face painting	LGA 1972 s144
100130	£504.00	Southend Theatres Ltd	Community Transport	Transport Act 1985 s19
100131 - 100135	£2,370.48	Salaries		
100136	£810.80	HM Revenue & Customs	Income Tax and NIC	LGA 1972 s 111
100137	£522.34	Essex Pension Fund	April Pension Contributions	LGA 1972 s111
	Income			
	£304.71	Public	Easter Event Collection	
	£816.00	Community Transport Membership	Ticket Bookings	
	£30.00	SABUG	Use of Room	
	£210.00	Farmers' Market	Stalls	
	£550.00	St John Ambulance	Contribution to cost of Defibrillator	
	£10.00	Bodys	Contribution to Xmas Lights	