



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 Pat Holden
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson



MINUTES OF THE MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.30PM ON WEDNESDAY 14th JULY 2010 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Pat Holden (Chairman), Bill Abbot, Hilary Davison, Margaret Cotgrove, Mike Dolby, Peter Dolby, Donald Fraser, Jerry Holden, Carole Mulroney, Caroline Parker (from min 25), Jean Rowswell, Patsy Ryan and John Wren

Also in attendance: Paul Beckerson (Town Clerk), Paul Lawrence

The meeting opened at 7.30pm

Prayers were read by the Chaplain, Major John Carmichael.

25. CHAIRMAN'S OPENING REMARKS

Chairman's opening remarks were noted.

26. DECLARATION OF MEMBERS INTERESTS

Cllr Caroline Parker declared a prejudicial interest in minute F & GP 42(4) as the employee concerned was her daughter.

27. APOLOGIES FOR ABSENCE

Cllrs: Reta Cocks, Elaine Crystall and David Vaughan.

28. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the 9th June were agreed and signed by the Chairman

29. COMMITTEES

- a) Planning Committee – The minutes of the meetings held on the 8th and 22nd, June 2010 were noted.
- b) Transport & Highways – The minutes of the meeting held on the 16th June 2010 were noted.

It was noted that there was still a vacancy on the committee and it was agreed to agenda at the next council meeting a reduction in membership so as to prevent meetings being inquorate.

- c) Leisure, Foreshore & Environment Committee – The minutes of the meeting held on the 17th June 2010 were noted.

- d) Allotments Committee – The minutes of the meeting held on the 23rd June 2010 were noted.
- e) Finance & General Purposes Committee – The minutes of the meeting held on the 6th July 2010 were noted.

TRAINING COURSES FOR COUNCILLORS

It was **RESOLVED: that,**

- 1) **to ensure the best use of allocated funds and excluding courses already committed, the Chairman and the Vice Chairman of the Council be appointed to review Councillor requests for attendance at training courses within the current budgeted amount. Consideration will be based on the relevance of the subject matter and the related benefits to the Council or an individual councillor's role within the Council.**
- 2) **all councillors attending training be required to retain a copy of any papers for Council use and reference and prepare a short report for circulation to all councillors explaining the course content and any relevant matters of which councillors should be aware.**

AUTHORITY FOR PETTY CASH WITHDRAWALS AND BANK TRANSFERS

It was **RESOLVED: to give authorisation for the Town Council Staff (Paul Beckerson, Vivien Choppen and Toni Cordery) to draw up to £200 in any one week for petty cash and for the Town Clerk to transfer monies between the Town Council's bank accounts.**

BELFAIRS HIGH SCHOOL PRIZES

It was **RESOLVED: that Leigh Town Council gives Belfairs High School £50 for the two prizes at which the Chairman of the Council will present at the School prize giving event in July if required.**

APPROVAL OF TOWN CLERK'S CONTRACT

It was **RESOLVED to ACCEPT: the Report 1759/PB from the Personnel Sub-Committee.**

STAFF REVIEW

It was **RESOLVED to ACCEPT: the Verbal report by the Chairman of the Personnel Sub-Committee referring to report 1766A/PB.**

Exclusion of the public

It was **RESOLVED: that the public (including the press) be excluded from the meeting during consideration of the following item on the grounds that it involves confidential information.**

Minute 42 (Staff Review – Confidential Appendix)

It was **RESOLVED: that this minute be approved.**

Cllr Caroline Parker left the meeting during consideration of part 4 (Prejudicial Interest – Family Relationship)

30. FINANCIAL REPORT

It was **RESOLVED: that the Income & Expenditure Report 1760/I&E be approved.**

31. EALC TRAINING EVENTS & AGM (DATES & TIMES)

Making the Links – Networking Event ‘Dawning of a New Era’ 1.30pm 29th September 2010, Gt. Dunmow

EALC Annual General Meeting 6.00pm 29th September 2010, Gt. Dunmow
(Motions by 12.00pm Friday 27th August 2010)

Roles and Responsibilities Course 9.30 – 12.30, 9th September 2010, Gt. Dunmow

Budget & Precept Course 9.30 – 12.30, 16th September 2010, Gt. Dunmow

Members were informed of the times and dates of these events to be held by EALC. It was noted that the Council had agreed that Cllrs: Margaret Cotgrove and Donald Fraser together with the Town Clerk would be attending the AGM and Networking Event on the 29th September. If other Councillors were interested would Councillors please let the Town Clerk know?

It was felt that if there was any demand for the other courses, these could be delivered in house and again could they please inform the Town Clerk.

32. LIGHTING SUPPLY SKATE PARK

The Town Council hold £20,000 of funding to provide lighting at the Skate Park. EDF in their application form indicated that the provisional cost for providing a supply would be in the region of £1000 to £2500 for a single phase metered supply. When the site has been surveyed by EDF they will give a fixed quotation for the works.

It was **RESOLVED: to allocate up to £3000 of the funding to provide an electrical supply.**

It was further **RESOLVED: that if additional monies were required to complete the works that the decision be delegated to the Town Clerk in liaison with the Youth Facility Management WP.**

The meeting closed at 8.14pm



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Report 1760/I&E

Income and Expenditure 26th May to 29th June 2010

Cheque	Expenditure	Payee	Purpose	Statute
100,163 to 100,167	£2,342.10	Employees	Salaries for May 2010	(In all cases, LGA means Local Government Act and s is for section) LGA 1972 s111
100,168	£447.00	Paper Mill Lock	Community Transport	Transport Act 1985 s19
100,169	£19.00	Mrs McOwens	Community Transport Refund	Transport Act 1985 s19
100,170	£38.00	Mrs Dow	Community Transport Refund	Transport Act 1985 s19
100,171	£40.00	Cancelled		
100,172	£100.00	J G Dickinson	May Day Event	LGA 1972 s144
100,173	£111.15	Southend Adult Community College	Farmers' Market Use of Hall	LGA 1972 s144
100,174	£142.17	King & Spry Ltd	Allotments Tank Repairs	Small holdings and Allotments Act 1908 s26
100,175	£24.96	Mr A J Wren	Travel Expenses	LGA 1972 s111
100,176	£447.70	Essex & Suffolk Water	Manchester Drive Allotments	Small holdings and Allotments Act 1908 s26
100,177	£123.33	BT Payment Services Ltd	Internet Service	LGA 1972 s 111
100,178	£1,200.00	M G Howard	Acting RFO Costs	LGA 1972 s111
100,179	£152.75	Cable Test Ltd	Lights Storage (2 nd quarter)	LGA 1972 s144
100,180	£147.58	Mayfield Cleaning Ltd	Office Cleaning	LGA 1972 s111
100,181	£33.16	Essex & Suffolk Water	Office	LGA 1972 s111
100,182	£29.14	Electronic Office Automation UK Ltd	Photocopying	LGA 1972 s111
100,183	£80.49	Neopost Ltd	Franking	LGA 1972 s111
100,184	£20.56	Acumen Wages Service	Payroll Processing	LGA 1972 s111
100,185	£1,022.08	HMRC	Tax & NI Contribution	LGA 1972 s111
100,186	£522.34	Essex Pension Fund	Pension Contribution	LGA 1972 s111
100,187	£40.00	St John Ambulance	Attendance at Easter Event	LGA 1972 s144
100,188	£82.51	Anglian Water	Office Sewage Charge	LGA 1972 s111
100,189	£102.64	Mayfield Cleaning Ltd	Bus Shelters Cleaning	Local Govt Misc Provisions Act 1953 s4
100,190	£367.99	Viking Direct	Stationary	LGA 1972 s 111
100,191	£164.50	SLCC Enterprise	Summer Seminar Booking	LGA 1972 s111
100,192	£44.61	Essex & Suffolk Water	Marshall Close Allotments	Small holdings and Allotments Act 1908 s26
100,193	£750.00	Leigh Folk Festival	Donation	LGA 1972 s145

100,194 to 100,199	£5,575.40	Employees	Salaries for June 2010	LGA 1972 s111
100,200	£18.00	Mr & Mrs Collins	Community Transport Refund	Transport Act 1985 s19
100,201	£25.00	Essex Playing Fields Association	Subscription	LGA 1972 s111
100,202	£100.00	CASH	Petty Cash	LGA 1972 s111
100,203	£30.40	P Beckerson	Travel Expenses	LGA 1972 s111
100,204	£717.24	R Allan-Smith	Van – MOT & Repairs	Small holdings and Allotments Act 1908 s26

Income

£516.00	Community Transport	Tickets
£344.00	Farmers' Market	Stalls
£3.00	FHCCP	Use of room
£15.00	Allotments	Keys
£10.00	Body's Opticians	Xmas lights contribution