



Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
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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 13th APRIL 2011 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Pat Holden (Chairman), Bill Abbott, Rita Cocks, Margaret Cotgrove, Peter Dolby, Donald Fraser, Jerry Holden, Paul Lawrence, Carole Mulroney, and John Wren.

Also in attendance: Paul Beckerson (Town Clerk), Andy Exley (Events and Planning Officer), Alex Coulson and Richard Herbert (members of the public).

The meeting opened at 7.30pm

86. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed those present to the last Council meeting of this administration. Major John Carmichael, Cllrs Hilary Davison and Mike Dolby were all at the memorial service for Major Janet Gilson who was tragically killed in Hong Kong, and the Council's thoughts go out to the relatives and her many friends and acquaintances.

Cllr Mike Dolby was going into hospital to have two operations this Saturday and the Council wished him well. The Chairman thanked all the retiring Councillors who will be missed and who gave her help and guidance during her time on the Town Council. A special thank you should go out to Cllr Hilary Davison who organised the Spring Clean last Saturday on Belton Hills. Members were reminded of the forthcoming Easter Event and May Day Event and that if they could assist in any way could they let Andy Exley know. The Chairman was glad to see Andy Exley back from sick leave. She reminded the meeting of the Farmers' Market taking place this Friday between 9am and 12 noon.

87. DECLARATION OF MEMBERS' INTERESTS

There were none.

88. APOLOGIES FOR ABSENCE

Cllrs: Elaine Crystall, Hilary Davison, Mike Dolby, Caroline Parker, Jean Rowswell and Patsy Ryan.

89. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the 9th March 2011 were agreed and signed by the Chairman.

90. QUESTIONS FROM COUNCILLORS

None had been received.

91. COMMITTEES

- a) Planning Committee – The minutes of the meetings held on the 8th and 22nd March 2011 were noted.
- b) Transport and Highways Committee – The minutes of the meeting of the 16th March 2011 were noted.
- c) Leisure, Foreshore & Environment Committee – The minutes of the meeting held on the 17th March 2011 were noted.

Cllr Peter Dolby (Vice Chairman) thanked everybody who had been involved with the Committee during his term of office for the dedication and commitment they had shown. Cllr Donald Fraser gave special thanks to Cllr Hilary Davison for all the work she had put in to the Good for Leigh campaign.

- d) Allotments Committee – The minutes of the meeting held on the 23rd March 2011 were noted. Cllr Donald Fraser asked why there were tyres on the allotments, the Vice-Chairman responded that although they were no longer permitted the ones in question had been there some years. Cllr Paul Lawrence queried insurance cover for keepers of bees on the site. The Town Clerk was keeping a record of insurances.
- e) Finance & General Purposes Committee – The minutes of the meeting held on the 5th April 2011 were noted.

Council considered the following **RECOMMENDATIONS**:

Minute 174:

It was **RESOLVED** that the **Standing Orders** be adopted.

It was **RESOLVED** that the **Terms of Reference** be adopted with some punctuation corrections put forward by the Chairman.

It was **RESOLVED** that the **Financial Regulations** be adopted.

Minute 179: The recommendation was amended to the following: **The Town Council to request SBC to continue to act as the Standards Body on behalf of the Town Council as per the existing code of conduct.** This was then **RESOLVED**.

Minute 184:

It was **RESOLVED** that the **£1000 unspent highways improvement budget** be made an **earmarked reserve for litter bins and seats**.

The recommendation that the bus shelter maintenance unspent balance of approximately £1400 be made an earmarked reserve was not agreed.

It was **RESOLVED** that **£1400 of the unspent Leigh Lights budget** be made an **earmarked reserve**.

Minute 185: **RESOLVED** that the **Council changes to a Business Direct Account**.

92. FINANCIAL REPORT

It was **RESOLVED**: that the **Income & Expenditure Report 1870/I&E** be approved, (Appendix 1).

A question was raised as to the level of funding provided for the use of a van, and the periods at which this should be reviewed. It was **AGREED** that this should be an item on the next Allotments agenda.

The meeting closed at 8.20pm



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QUALITY
TOWN
COUNCIL

Income and Expenditure 25th February 2011 to 28th March 2011 Report 1870/I&E

Cheque	Expenditure	Payee	Purpose	Statute (In all cases, LGA means Local Government Act and s is for section)
100489	£77.20	V Choppen	Reimbursement for extra Theatre Tickets for The Haunting – Comm Trans	Transport Act 1985 s19
100490	£614.40	Kieran Lucas Contractors Ltd	Repairs to Lock-up – Allotments	Small Holdings & Allotments Act 1908 s26
100491	£200.00	Neopost	Postage - Franking Machine	LGA 1972 s111
100492	£158.40	Shipman Security Systems	Call-out Problems with the Alarm	LGA 1972 s111
100493	£77.22	Reliable Fire Protection Services	Service of Fire Extinguishers	LGA 1972 s111
100494	£26.40	Cllr M Cotgrove	Travel Expenses	LGA 1972 s111
100495	£100.00	Belfairs Methodist Church	Tickets Rayleigh Brass Band Concert – Comm Trans	Transport Act 1985 s19
100496	£25.56	Acumen Wages Service	Wages processing – Feb 11	LGA 1972 s111
100497	£100.00	Petty Cash	Cash	
100498	£249.55	Mayfield Cleaning	Office £98.83 Bus Shelters £150.72	LGA 1972 s111 & Local Govt Misc Provs Act 1973
100499	£36.25	Shoecare	Keys - Allotments	Small Holdings & Allotments Act 1908 s26
100500	£29.25	Miss R Upton	Skate Park - Cleaning	LGA 1972 s144
100501	£73.10	R Alan-Smith	Diesel for Van	Small Holdings & Allotments Act 1908 s26
100502	£135.00	Michael Dempsey IT Contracts Ld	IT Support - Set up email on Server & new Domain Name	LGA 1972 s111
100503	£22.99	V L Choppen	Reimbursement for purchase of new kettle	LGA 1972 s111
100504	£195.00	SLCC CiLCA	CiLCA Training – A Exley	LGA 1972 s111
100505	£126.46	BT	Internet Services	LGA 1972 s111
100506	£360.00	Michael Dempsey IT Contracts Ld	IT Support – Exchange Service Packs & Outlook Web Access for LTC users	LGA 1972 s111
100507	£903.40	British Gas	Gas - Office	LGA 1972 s111
100508	£1,749.05	Essex Pension Fund	Pension Contributions Feb 11	LGA 1972 s111
100509	£236.39	The Glow House Ltd	Glowsticks – for Carols On Strand Wharf 2011	LGA 1972 s144
100510	£1,180.20	HM Revenue and Customs	NI and Tax – Feb 11	LGA 1972 s111
100511	£211.08	Michael Dempsey IT Contracts Ld	IT Support – Printer issues, remote connection with Finance System and Toner	LGA 1972 s111
100512	£78.00	NALC	Networking Lunch – Cllr Fraser	LGA 1972 s111
100513	£154.50	Cllr P Holden	Replacement cheque for Glowsticks purchased in Dec 10	LGA 1972 s144

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100514	£384.00	The Sign Factory	Banners for GFL Spring Clean week	LGA 1972 s144
100515	£100.00	Sharon Cattermole	Donation to Prittlebrook Community Group	LGA 1972 s144
100516	£2,625.00	SBC	Rent - Office	LGA 1972 s111
100517	£507.64	SBC	Bollards in Station Road	
100518	£468.00	Cable Test Ltd	Xmas Lights Storage Jan – Mar 11	LGA 1972 s144
100519	£221.99	DOTS	Photocopies	LGA 1972 s111
100520	£116.80	P Beckerson	Travel Costs - IT Year-end Course – Edge Designs	LGA 1972 s111
100521	£148.00	V Choppen	Travel Costs – IT Year-end Course – Edge Designs	LGA 1972 s111
100522	£22.50	Michael Dempsey IT Contracts Ld	IT Support – Outlook Web Access problem	LGA 1972 s111
100523	£333.09	e-on	2010-11 Xmas Lights Electricity Supply	LGA 1972 s144
100524 - 29	£5,629.90	Salaries	Pay – Mar 11	LGA 1972 s111
100530	£388.50	SBC	Refund of overpayment of VAT iro the Sign for Leigh	LGA 1972 s144
100531	£10.55	Miss R Upton	Skate Park – Cleaning	LGA 1972 s144
D/Debit	£9.28	e-on	Electricity at Skate Park	LGA 1972 s144
D/Debit	£318.35	BNP Paribas	First lease payment for photocopier	LGA 1972 s111

Income

£242.50	Community Transport Members	Theatre Bookings
£10.00	Body's Opticians	Xmas Lights - Contribution
£21.00	Plot Holders	Allotments - Rents
£326.00	Stall Holders	Farmers' Markets - Feb & March 11