



Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.essexinfo.net/leigh-on-sea

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



MINUTES OF THE ANNUAL MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.30PM ON WEDNESDAY 11th MAY 2011 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Pat Holden , Margaret Cotgrove, Alex Coulson, Mike Dolby, Donald Fraser, Jerry Holden, Paul Lawrence, Carole Mulroney, Caroline Parker, Cliff Passmore, David Stanley, Patsy Ryan and John Wren.

Also in attendance: Paul Beckerson (Town Clerk) and Major John Carmichael (Salvation Army).

The meeting opened at 7.30pm

Prayers were read by the Chaplain Major John Carmichael.

1. OPENING REMARKS

Councillor Pat Holden thanked Major John Carmichael for serving as Town Council Chaplain and for agreeing to continue this role. She welcomed both new and old Councillors to the first meeting of the new administration and emphasised the need to work together and contribute effectively to the work of the Council, everybody would not always agree on everything but it was important that all Councillors accept the democratic decisions once they were made.

2. ELECTION OF CHAIRMAN

Cllr Pat Holden was elected Chairman.

3. ELECTION OF VICE CHAIRMAN

Cllr Carole Mulroney was elected Vice Chairman.

4. DECLARATION OF MEMBERS' INTERESTS

There were none.

5. APOLOGIES FOR ABSENCE

Cllrs: Mark Bromfield, Geoffrey Crawford and Richard Herbert.

6. MEMBERSHIP OF COMMITTEES FOR 2011/12

The Council **RESOLVED** to alter the number of members on the following Committees and to amend the Terms of Reference accordingly:

- Planning from 6 to 7, plus ex-officio members
- Transport & Highways from 8 to 6, plus ex-officio members

The following Committees were formed with the following membership:
Ex-officio members indicated*

Transport & Highways Committee	Planning Committee
Cllr Margaret Cotgrove	Cllr Margaret Cotgrove
Cllr Geoffrey Crawford	Cllr Alex Coulson
Cllr Jerry Holden	Cllr Michael Dolby
Cllr Pat Holden*	Cllr Donald Fraser
Cllr Carole Mulroney*	Cllr Richard Herbert
Cllr Caroline Parker	Cllr Pat Holden*
Cllr Clifford Passmore	Cllr Paul Lawrence
Cllr John Wren	Cllr Carole Mulroney*
	Cllr Clifford Passmore

Leisure, Foreshore & Environment Committee	Allotments Committee
Cllr Mark Bromfield Cllr Alex Coulson Cllr Geoffrey Crawford Cllr Donald Fraser Cllr Richard Herbert Cllr Pat Holden* Cllr Paul Lawrence Cllr Carole Mulroney* Cllr David Stanley Cllr Patsy Ryan	Cllr Mark Bromfield Cllr Margaret Cotgrove Cllr Jerry Holden Cllr Pat Holden* Cllr Paul Lawrence Cllr Carole Mulroney* Cllr Patsy Ryan Cllr John Wren

7. ADJOURNMENT OF MEETING FOR ELECTION OF COMMITTEE CHAIRMEN

The meeting adjourned to elect Chairmen as follows -

- Transport & Highways – Cllr Caroline Parker
- Planning – Cllr Pat Holden
- Leisure Foreshore & Environment – Cllr Carole Mulroney
- Allotments – Cllr Paul Lawrence

The meeting reconvened.

8. MEMBERSHIP OF FINANCE AND GENERAL PURPOSES COMMITTEE 2011/12

The membership of the F&GPC was elected as follows:

Finance & General Purposes Committee
Cllr Mark Bromfield Cllr Alex Coulson Cllr Mike Dolby Cllr Donald Fraser Cllr Richard Herbert Cllr Jerry Holden Cllr Pat Holden* (Chairman, Planning Committee & Chairman of Council) Cllr Paul Lawrence (Chairman, Allotments) Cllr Carole Mulroney* (Chairman, Leisure, Foreshore & Environment Committee & Vice Chairman of Council) Cllr Caroline Parker (Chairman, Transport & Highways)

The meeting adjourned to elect the Chairman of Finance and General Purposes Committee

- Cllr Jerry Holden was elected as Chairman

The meeting reconvened

9. MEMBERSHIP OF SUB-COMMITTEES FOR 2011/12

The membership of the Sub-Committees was elected as follows:

The Council **RESOLVED** that the membership of Personnel Sub-Committee be increased to 5 and that the membership should consist of the Chairman and Vice Chairman of Council, Chairman and Vice Chairman of F&GPC and one other.

Licensing Sub-Committee (F&GPC) - 5
Cllrs: Donald Fraser, Mike Dolby, Paul Lawrence, Carole Mulroney and David Stanley
Personnel Sub-Committee (F&GPC) - 5
Cllrs: Jerry Holden, Pat Holden, Carole Mulroney, Vice Chairman F&GPC and Caroline Parker

Community Transport Sub-Committee (LFEC) - 4
Cllrs: Margaret Cotgrove, Donald Fraser, Pat Holden and Paul Lawrence

10. APPOINTMENT OF CO-OPTED MEMBERS TO COMMITTEES AND SUB-COMMITTEES

Allotments Committee
Representatives of: Marshall Close, LOSALGA, MDAS, David Hammond and Ron Bates
Community Transport Sub-Committee
Reta Cocks, Ruby Frost and Brian Houssart

11. MEMBERSHIP OF INTERNAL AND EXTERNAL AUDIT WORKING PARTY (F&GPC)

Cllrs: Alex Coulson, Donald Fraser, Jerry Holden and Clifford Passmore

12. REPRESENTATIVES TO OUTSIDE BODIES

The following were appointed for 2011/12:

- Representative to Public and Passenger Transport Group – Cllr Donald Fraser, Reserve Cllr Caroline Parker
- Southend Community Plan – Cllr Alex Coulson
- Leigh Port Partnership – Cllr Richard Herbert
- Thames Estuary Partnership – Cllr Mike Dolby
- Southend Borough Council Events Working Party – Cllr Pat Holden
- Olympic Strategy Groups – Cllr Caroline Parker, Reserve Cllr Mark Bromfield
- Southend Airport Consultative Committee – Cllr Clifford Passmore
- Leigh Crime Prevention Panel – Cllr Clifford Passmore
- EALC Larger Local Council Forum & AGM – Cllrs Donald Fraser, Carole Mulroney and Town Clerk
- EALC Executive Committee – Cllr Margaret Cotgrove
- Southend Business and Tourism Partnership – Cllrs Margaret Cotgrove, Carole Mulroney and Town Clerk
- Southend Business and Ratepayer Forum – Cllrs Pat Holden and Carole Mulroney
- Fairtrade – Cllr Mark Bromfield

13. DATES AND TIMES OF MEETINGS

The dates and times of meeting were agreed with one amendment: Planning on the 28th September was moved to Monday 26th September. Amended Committee Timetable attached as Appendix 1.

14. PAYMENT OF ANNUAL SUBSCRIPTIONS

The following were approved:

- Essex Association of Local Councils and National Association of Local Councils £1423.65
- Essex Playing Fields Association £25.00
- Local Council Review £15.50
- Community Transport Association £173.33
- Thames Estuary Partnership £250.00

15. APPOINTMENT OF BANK SIGNATORIES

Cheques and salary payments

Cllrs: Cllr Margaret Cotgrove, Mike Dolby, Donald Fraser, Pat Holden and Carole Mulroney

16. NOMINATION OF 2 REPRESENTATIVES TO SOUTHEND'S STANDARDS COMMITTEE

Cllrs: Margaret Cotgrove and Carole Mulroney, Reserve Cllr Caroline Parker

17. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the 13th April 2011 were agreed and signed by the Chairman.

18. COMMITTEES

- a) Planning Committee – The minutes of the meetings held on the 12th and 26th April 2011 were noted.

- b) Transport and Highways Committee – The minutes of the meeting of the 20th April 2011 were noted.
- c) Leisure, Foreshore & Environment Committee – The minutes of the meeting held on the 21st April 2011 were noted.

There was some discussion on the reference back of minute 6 of the Community Transport Sub-Committee minutes in minute 65. The Town Clerk explained that it was contrary to the Equality Act 2010 to have an age related policy but that the Council could have policies relating to capability or practical issues like third party insurance requirements.

- d) Allotments Committee – The minutes of the meeting held on the 27th April 2011 were noted.
- e) Allotments Committee – Consideration of Chairman's Opening Remarks (Min 97)
Cllr Jerry Holden reported on the minute and the following proposal was put to the meeting:

The Council wishes it to be recorded that the comments made by the Chairman of the Allotments Committee in her opening remarks at the meeting held on the 27th April 2011 were her own personal comments, were not sanctioned by other Councillors and are not endorsed by the Council.

The above proposal was **RESOLVED unanimously**.

- f) Finance & General Purposes Committee – The minutes of the meeting held on the 3rd May 2011 were noted.

Council considered the following **RECOMMENDATIONS**:

Minute 201: It was **RESOLVED that Interim Internal Audit report be accepted and that the actions identified are considered by the Internal and External Audit Working Party.**

Minute 202: It was **RESOLVED that a review be undertaken by the Premises Working Party of the Office Cleaning contract including the possibility of using direct labour.**

19. FINANCIAL REPORT

It was **RESOLVED: that the Income & Expenditure Report 1888/I&E be approved**, (Appendix 2).

The meeting closed at 9.17pm

Leigh-on-Sea Town Council - Meetings timetable 2011/12

Meeting	Time	Regular Date	May 2011	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2012	Feb	Mar	April	May
Council	7.30	2nd Wednesday	11th	8th	13th		14th	12th	9th	14th	11th	8th	14th	11th	9th
Finance and General Purposes	8.00	1st Tuesday	3rd 31st*		5th		6th	4th	1st	6th	3rd 31st*		6th	3rd	1st
Planning	7.30	2nd & 4th Tuesday	17th	1st 14th 28th	12th 26th	9th 23rd	13th 26th*****	11th 25th	8th 22nd	13th **	4th*** 24th	14th 28th	13th 27th	10th 24th	8th 22nd
Transport and Highways	8.00	3rd Wednesday	18th	15th	20th		21st	19th	16th	21st	18th	15th	21st	18th	16th
Leisure, Foreshore and Environment	8.00	3rd Thursday	19th	16th	21st		22nd	20th	17th	22nd	19th	16th	22nd	19th	17th
Allotments	8.00	4th Wednesday	25th	22nd	27th		28th	26th	23rd	****	25th	22nd	28th	25th	23rd

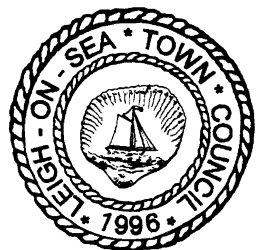
* When the first day of the month is a Wednesday, F&GP is held on the last day of the preceding month so that the minutes can go to Council.

** It is recommended that the meetings on the 2nd (13th) and 4th Tuesday (27th) December be replaced by one meeting held on 13th December

*** This meeting has been brought forward to reduce the gap after the December Planning meeting

**** There is no Allotment meeting in December.

***** Changed to Monday because of EALC AGM 27th September



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Income and Expenditure 29th March to 21st April 2011 - Report 1888/I&E

Cheque	Expenditure	Payee	Purpose	Statute (In all cases, LGA means Local Government Act and s is for section)
100532	£129.99	Screwfix	Drill for Office	LGA 1972 s111
100533	£150.72	Mayfield Cleaning	Office Cleaning	LGA 1972 s111
100534	£84.60	Fulton Paper	Stationery	LGA 1972 s111
100535	£100.00	West Leigh Baptist Church	Minibus Damage – Insurance Excess	Transport Act 1985 s19
100536	£25.56	Acumen Wages Service	Wages processing – Mar 11	LGA 1972 s111
100537	£33.54	R Allan-Smith	Petrol for Allotments Diesel for Van Plumbing materials	Small Holdings & Allotments Act 1908 s26
100538	£92.84	Viking Direct	Stationery	LGA 1972 s111
100539	£100.00	Petty Cash	Cash	
100540	£250.00	Thames Estuary Partnership	Annual Subscription	LGA 1972 s111
100541	£1,760.71	Essex Pension Fund	Pension Contributions Mar 11	LGA 1972 s111
100542	£1,144.84	HM Revenue and Customs	NI and Tax – Mar 11	LGA 1972 s111
100543	£27.20	V L Choppen	Mileage Expenses	LGA 1972 s111
100544	£83.83	Mayfield Cleaning	Bus Shelters Cleaning	Local Govt Misc Provs Act 1973
100545	£35.96	David Elcock	Easter Eggs	LGA 1972 s144
100546	£291.71	Viking Direct	Stationery	LGA 1972 s111
100547	£150.00	Salvation Army	Use of minibuses	Transport Act 1985 s19
100548	£6,412.20	McDonald Highways	Further columns & cabling at Skate Park	LGA 1972 s144
100549	£168.00	Edge Designs	F/Y End Course Cost x 2	LGA 1972 s111
100550	£150.72	Mayfield Cleaning	Office Cleaning	LGA 1972 s111
100551	£110.25	Cllr P Holden/Leigh Timber	Wood for Staging	LGA 1972 s144
100552	£666.00	Auditing Solutions	Internal Audit	LGA 1972 s111
Income				
	£3.00	FHCCP	Use of Room	
	£10.00	Body's Opticians	Xmas Lights - Contribution	