



Leigh-on-Sea Town Council

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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 8th JUNE 2011 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Pat Holden (Chairman), Mark Bromfield, Margaret Cotgrove, Alex Coulson, Mike Dolby, Donald Fraser, Jerry Holden, Paul Lawrence, Carole Mulroney, Cliff Passmore, David Stanley and Patsy Ryan.

Also in attendance: Paul Beckerson (Town Clerk).

The meeting opened at 7.30pm

20. OPENING REMARKS

The Chairman announced that Major John Carmichael was taking a well earned holiday and had given his apologies. She commented on the recent training sessions and that enough Councillors had been trained to enable the Council to acquire the Power of Wellbeing. Two sessions had been organised by the Town Clerk on 'Roles and Responsibilities' and 'The Code of Conduct and Interests'. She thanked the Town Clerk for undertaking these sessions which were very informative. In addition the Planning course run by Southend BC had addressed what were material considerations when making observations on planning applications.

The Chairman had attended the AGM of the Thursday Club and praised them for all the valuable work they carried out and has again chosen this as her charity for the year 2011/12. She had attended the Leigh Camera Club Exhibition and remarked that the standard was very high.

21. DECLARATION OF MEMBERS' INTERESTS

There were none.

22. APOLOGIES FOR ABSENCE

Cllrs: Caroline Parker, Richard Herbert and John Wren.

23. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the 11th May 2011 were agreed and signed by the Chairman.

24. COMMITTEES

- a) Planning Committee – The minutes of the meetings held on the 17th May and 1st June 2011 were **noted**. Cllr Margaret Cotgrove pointed out she had declared a personal interest in 5(l), the minutes would be amended accordingly.
- b) Leisure, Foreshore & Environment Committee – The minutes of the meeting held on the 19th May 2011 were **noted**.

There was a question on minute 9(g) as to whether the Council had received a copy of the accounts from the Leigh Folk Festival, it was confirmed they had been requested but had not yet been received.

- c) Allotments Committee – The minutes of the meeting held on the 25th May 2011 were **noted**. A question was raised as to why minute 10 had been a resolution and not made a recommendation. The Town Clerk advised that because the sum in question was within budget, under the new terms of reference it was within the Committee's remit.

- d) Finance & General Purposes Committee – The minutes of the meeting held on the 3^{1st} May 2011 were **noted**.

The Council considered the recommendations of the Committee and **RESOLVED** as follows:-

(1) **That all goods and services over £100 should be the subject of a written order, excluding regular payments such as utilities etc. The order should be authorised by the Town Clerk or delegated as appropriate**

(2) **That the Audit WP should carry out the review of the Risk Analysis Registers on an annual basis, the first of which should be complete by the end of July 2011**

(3) **That the Public Liability Insurance be increased to £10 million on renewal**

(4) **That HSBC be approached to ascertain if there is any way of achieving a better return on the Council's investment**

25. ANNUAL ACCOUNTS (Appendix 1 to the Agenda)

It was **RESOLVED: that the Income and Expenditure Account, Balance Sheet and Supporting notes are approved with the following amendments.**

I&E Account – The wording 'By Election Costs' under explanations in General Administration is removed. The year dates on sheet 2 are amended. In the supporting notes under borrowings the year is changed from 2010 to 2011.

26. ANNUAL RETURN 2010/11 (Appendix 2 to the Agenda)

It was **RESOLVED: that Section 1 Accounting Statements, together with the explanations of variance of over 15% be approved.**

The Chairman will sign Section 1.

It was **RESOLVED: that Section 2 the Annual Governance Statement be approved, together with the explanation for Box 5.**

The Chairman will sign Section 2.

27. FINANCIAL REPORT

It was **RESOLVED: that the Income & Expenditure Report 1903/I&E be approved, (Appendix 3 to the Agenda).**

The meeting closed at 8.10pm