



Leigh-on-Sea Town Council

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Chairman: Cllr Carole Mulrone
Vice Chairman: Cllr Caroline Parker
Town Clerk: Paul Beckerson



MINUTES OF THE ANNUAL MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.30PM ON WEDNESDAY 9th MAY 2012 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulrone, Margaret Cotgrove, Geoff Crawford, Donald Fraser, Richard Herbert, Jerry Holden, Pat Holden, Paul Lawrence, Caroline Parker, Cliff Passmore, 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 Councillors for electing and supporting her over her period of office. She had immensely enjoyed the year with events large and small, meeting the High Sheriff of Essex. Additionally there had been an enhancement in the reputation of the Council with the possibility of taking over the management of the Leigh Community Centre. The Vice Chairman was thanked for all the hard work undertaken by her during the year.

Cllr David Stanley conducted a 'Musicathon' together with the Pier walk raising over £2000 for the Mencap Music School. The Annual Town Elector's Meeting was a success with many compliments. On the 19th and 20th May Southend BC are having an open day at the Parks Nurseries and the Farmer's Market takes place on the 26th May.

2. ELECTION OF CHAIRMAN

Cllr Carole Mulrone was elected Chairman; the Chairman signed the statutory declaration of office. Major John Carmichael had agreed to continue as Chaplain to the Council. The new Chairman thanked Cllr Pat Holden and that it had been a privilege to work with her.

3. ELECTION OF VICE CHAIRMAN

Cllr Caroline Parker was elected Vice Chairman.

4. DECLARATION OF MEMBERS' INTERESTS

There were none.

5. APOLOGIES FOR ABSENCE

Cllrs: Mark Bromfield, Alex Coulson and David Stanley

6. MEMBERSHIP OF COMMITTEES FOR 2012/13

Members noted that at last year's annual meeting the Terms of Reference had been adjusted as follows for the year.

- 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 Syrie Cox Cllr Geoff Crawford Cllr Jerry Holden Cllr Carole Mulroney* Cllr Caroline Parker* Cllr Clifford Passmore Cllr John Wren | Cllr Margaret Cotgrove Cllr Alex Coulson Cllr Syrie Cox Cllr Donald Fraser Cllr Richard Herbert Cllr Pat Holden Cllr Paul Lawrence Cllr Carole Mulroney* Cllr Caroline Parker* |
| Leisure, Foreshore & Environment Committee | Allotments Committee |
| Cllr Mark Bromfield Cllr Alex Coulson Cllr Donald Fraser Cllr Richard Herbert Cllr Pat Holden Cllr Paul Lawrence Cllr Carole Mulroney* Cllr Caroline Parker* Cllr Patsy Ryan Cllr David Stanley | Cllr Mark Bromfield Cllr Geoff Crawford Cllr Jerry Holden Cllr Pat Holden Cllr Paul Lawrence Cllr Carole Mulroney* Cllr Caroline Parker* Cllr Patsy Ryan |

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 (F&GPC) 2012/13

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

| Finance & General Purposes Committee |
|---|
| Cllr Mark Bromfield Cllr Alex Coulson Cllr Syrie Cox Cllr Donald Fraser Cllr Richard Herbert Cllr Jerry Holden Cllr Pat Holden (Chairman, Planning Committee) Cllr Paul Lawrence (Chairman, Allotments) Cllr Carole Mulroney* (Chairman, Leisure, Foreshore & Environment Committee & Chairman of Council) Cllr Patsy Ryan |

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 2012/13

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

The Council **RESOLVED** that the membership of Personnel Sub-Committee be increased to 7 and that the membership should consist of the Chairman and Vice Chairman of Council, Chairman and Vice Chairman of F&GPC and three others.

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| Licensing Sub-Committee (F&GPC) - 5 |
| Cllrs: Donald Fraser, Paul Lawrence, Carole Mulroney and 2 Vacancies |
| Personnel Sub-Committee (F&GPC) - 7 |
| Cllrs: Syrie Cox, Jerry Holden, Pat Holden, Carole Mulroney, Paul Lawrence, Vice Chairman F&GPC and Caroline Parker |
| Strategy and Town Plan Sub-Committee - 7 |
| Cllrs: Syrie Cox, Richard Herbert, Jerry Holden, Pat Holden, Carole Mulroney, Caroline Parker and Patsy Ryan |
| 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

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

11. 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
- Leigh Port Partnership – Cllr Richard Herbert
- Thames Estuary Partnership – Cllrs Carole Mulroney and Paul Lawrence
- Olympic Strategy Groups – Cllr Caroline Parker
- Southend Airport Consultative Committee – Cllr Clifford Passmore, Reserve Cllr Geoff Crawford
- 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 John Wren
- Southend Business and Tourism Partnership – Cllrs Margaret Cotgrove, Carole Mulroney and Town Clerk, Caroline Parker (Reserve)
- Southend Business and Ratepayer Forum – Cllrs Carole Mulroney and Caroline Parker

12. DATES AND TIMES OF MEETINGS

The dates and times of meeting were agreed with one amendment: An additional Transport and Highways meeting on the 5th September 2012. It was **RESOLVED** that from June 2012 all committee meetings would commence at 7.30pm. Amended Committee Timetable attached as Appendix 1.

13. PAYMENT OF ANNUAL SUBSCRIPTIONS

The following were approved:

- Essex Association of Local Councils and National Association of Local Councils £1481.18
- Essex Playing Fields Association £25.00
- Local Council Review £15.50
- Community Transport Association £295.00
- Thames Estuary Partnership £250.00

14. APPOINTMENT OF BANK SIGNATORIES

Cheques and salary payments

Cllrs: Cllr Margaret Cotgrove, Donald Fraser, Richard Herbert, Pat Holden, Paul Lawrence, Carole Mulroney and Caroline Parker

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

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

16. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the 11th April 2012 were agreed and signed by the Chairman.

17. TO RECEIVE THE MINUTES OF THE ANNUAL TOWN ELECTOR'S MEETING 25th APRIL 2012

The minutes were **noted**.

18. COMMITTEES

a) Planning Committee – The minutes of the meetings held on the 10th and 24th April 2012 were noted.

b) Transport and Highways Committee – The minutes of the meeting of the 18th April 2012 were noted.

c) Leisure, Foreshore & Environment Committee – The minutes of the meeting held on the 19th April 2012 were noted.

d) Finance & General Purposes Committee – The minutes of the meeting held on the 1st May 2012 were noted.

Council considered the following **RECOMMENDATION**:

Minute 186:

The Council should use its own resources to set up a Community Centre Fund from:

a) Underspends on committee budgets from 2011-2012, and

b) Virements from committees' 2012-2013 budgets.

As set out in the LCC Cash Flow Forecast (Community Centre Working Party 17th April 2012, Confidential Appendix 2)

The final version of the Business Plan was **approved** for publication

It was further agreed that the Southend BC loan facility be **noted** and that should it be required be utilised as outlined in the Business Plan.

This was **RESOLVED** unanimously by the Council

19. FINANCIAL REPORT

It was **RESOLVED**: that the Income & Expenditure Report 2042/I&E be approved, (Appendix 3 to the agenda).

The meeting closed at 9.08pm

Leigh-on-Sea Town Council - Meetings timetable 2012/13

| Meeting | Time | Regular Date | May 2012 | June | July | Aug | Sept | Oct | Nov | Dec | Jan 2013 | Feb | Mar | April | May |
|---|------|-----------------------------------|-------------|--------------|--------------|--------------|------------------|-------------|--------------|--------|----------------|--------------|--------------|--------------|--------------|
| Council | 7.30 | 2nd Wednesday | 9th | 13th | 11th | | 12th | 10th | 14th | 12th | 9th | 13th | 13th | 10th | 8th |
| Finance and General Purposes | 8.00 | 1st Tuesday | 1st | 6th**** | 3rd | | 4th | 2nd | 6th | 4th | 2nd | 5th | 5th | 2nd 30th* | |
| Planning | 7.30 | 2nd & 4th Tuesday | 8th 22nd | 12th 26th | 10th 24th | 14th 28th | 11th 25th | 9th 23rd | 13th 27th | 11th** | 3rd*** 22nd | 12th 26th | 12th 26th | 9th 23rd | 14th 28th |
| Transport and Highways | 8.00 | 3rd Wednesday Alternate Months | | 20th | | | 5th [§] | 17th | | 19th | | 20th | | 17th | |
| Leisure, Foreshore and Environment | 8.00 | 3rd Thursday | 17th | 21st | 19th | | 20th | 18th | 15th | 20th | 17th | 21st | 21st | 18th | 16th |
| Allotments | 8.00 | 3rd Wednesday Alternate Months | 16th | | 18th | | 19th | | 21st | | 16th | | 20th | | 15th |

* 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 (11th) and 4th Tuesday (25th) December be replaced by one meeting held on 11th December

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

**** This meeting is on the Wednesday due to the Jubilee Bank Holiday

§ This is an additional meeting to reduce the gap between June and October