



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk

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



MINUTES OF A MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.30PM ON WEDNESDAY 12th SEPTEMBER 2012 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulronee (Chairman), Mark Bromfield, Margaret Cotgrove, Syrie Cox, Donald Fraser, Jerry Holden, Pat Holden, Paul Lawrence, Caroline Parker, Patsy Ryan, David Stanley and John Wren

Also in attendance: Paul Beckerson (Town Clerk) and Major John Carmichael (Salvation Army). Prior to the meeting prayers were read by Major John Carmichael and 2 members of the public.

The meeting opened at 7.30pm

43. OPENING REMARKS

Arising from comments, the Chairman advised members that, as the full complement of Janitors were not yet in post some non-urgent jobs such as weed clearance and external tidying jobs were being dealt with as and when possible. The Chairman had attended the Voluntary Awards presentation for Haven's Hospice and the Annual Children's Taxi Drivers Outing send off. The Fishing Festival was well attended but extra help on the day would have been advantageous.

At the last Farmer's Market the Chairman and Cllr Fraser had manned a Council desk, while the main intention had been to promote the Friends of the Community Centre there had also been a lot of Town Council related enquiries, therefore members were asked to volunteer to serve on the desk. An appeal was put out to all members to assist to marshal at the Leigh Lights Event on the 30th November.

44. DECLARATION OF MEMBERS' INTERESTS

There were none.

45. APOLOGIES FOR ABSENCE

Cllrs: Alex Coulson, Richard Herbert and Cliff Passmore

46. PUBLIC QUESTIONS

There were none

47. QUESTIONS FROM COUNCILLORS

There were none

48. MINUTES OF THE PREVIOUS MEETING

A question was raised in relation to minute 38d and the fact that a financial commitment was made without identifying which budget the works were to be funded from.

It was **RESOLVED** that when a motion was agreed and finance was involved, the motion should identify the appropriate budget source. Additionally when financial decisions were delegated a limit should be put upon the sum delegated.

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

49. COMMITTEES

a) Planning Committee – The minutes of the meetings held on the 10th and 24th July, 14th and 23rd August and 6th September 2012 were noted.

b) Allotments Committee – The minutes of the meeting of 18th July 2012 were noted.

- c) Leisure, Foreshore & Environment Committee – The minutes of the meeting held on the 18th July 2012 were noted with the Chairman drawing attention to the fact that the repair work on the Skate Park had been completed and to the c2c marketing initiative.
- d) Finance & General Purposes Committee – The minutes of the meeting held on the 3rd July 2012 were noted with the exception of Minutes 48,49, 50, 55, 56 and 57

Minute 54 – There was a query regarding who had proposed the reconsideration of F&GPC minute 35. The Town Clerk explained that while Cllr Caroline Parker had initially raised the reconsideration of Minute 35, Cllr Richard Herbert the original proposer had moved the reconsideration.

Council **RESOLVED** that in future the proposer and seconder of ad hoc motions would be recorded in the minutes.

Council considered the following **RECOMMENDATIONS**:

Minute 48:

The Council **RESOLVED** to adopt the revised Code of Conduct which was in line with the one adopted by Southend BC.

Minute 49:

It was **RESOLVED** to adopt the written Health and Safety Policy.

Minute 50:

It was **RESOLVED** to adopt the new Sub Clause (i) in the Terms of Reference - TR3 (6)

Minute 55:

It was **RESOLVED** that the amended wording to Financial Regulation 3.2 be agreed.

An amendment to the second recommendation was proposed that the word 'temporary' is replaced by 'event'. This was **AGREED**.

It was **RESOLVED** that that the LCC Manager be delegated power to engage staff on an event basis on the condition that the cost is met by the hirer.

It was **RESOLVED** to change Standing Order Terms of Reference TR11 to:

"Working Parties will have delegated powers as appropriate and agreed by the parent Committee, but for any financial decisions that are delegated, the Working Party must have three Councillors present, or otherwise it will be a recommendation to the parent Committee."

Minute 56:

It was **RESOLVED** that the Revenue Budget as set out in the report (Appendix 11 to the F&GPC agenda of 4th September 2012) be adopted.

In order that the Convenor of the Community Centre Working Party can be present, the date of the next F&GPC meeting was changed to Thursday 4th October 2012.

Minute 57:

It was **RESOLVED** to pay the full renewal fee of £220 for the SIA Licence (Licences Budget)

50. TO NOTE RESIGNATION OF CHAIRMAN TO FINANCE & GENERAL PURPOSES COMMITTEE & ELECT NEW CHAIRMAN (F&GPC Members)

Cllr Donald Fraser was elected Chairman of F&GPC, a new Vice Chairman will be elected at the next meeting of F&GPC.

51. TO REVIEW MEMBERSHIP OF F&GPC IN LIGHT OF CLLR ALEX COULSON'S LONG TERM ABSENCE

The Vice Chairman Cllr Caroline Parker was elected to F&GPC.

52. FINANCIAL REPORT

Questions were raised as to the current use of Standing Orders and Financial Regulations and in particular the capital expenditure relating to the Set-Up costs of the Community Centre. It was **AGREED** that a review process be initiated at the next F&GPC meeting to address these issues.

It was **RESOLVED** that the Income and Expenditure Report 2089/I&E be approved – (Appendix 1 to the agenda)

53. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960
That in view of the confidential nature of the business to be transacted the public and press be excluded and they are instructed to withdraw (SO.1(c)) - (staffing)

Start of confidential business

54. TO APPROVE STAFFING PAYMENT FROM RESERVES (Personnel Meeting 5th September 2012)

The Council **RESOLVED** to make the relevant payment of £1837.68 from reserves.

End of confidential business

The meeting closed at 8.58pm