



# Leigh-on-Sea Town Council

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Chairman: Cllr Carole Mulroney  
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 14th NOVEMBER 2012 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney (Chairman), Mark Bromfield, Margaret Cotgrove, Syrie Cox, Geoff Crawford, Donald Fraser, Richard Herbert, Jerry Holden, Pat Holden, Caroline Parker, Patsy Ryan (from Min 67) and David Stanley

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

### ***The meeting opened at 7.30pm***

#### 63. OPENING REMARKS

The Chairman had attended the 1<sup>st</sup> anniversary of the Phoenix Day Nursery in the Moose Hall, the induction of the new Minister at West Leigh Baptist Church (Cllr Parker had also attended), the Remembrance Service at St Clement's Church organised by the British Legion while Cllrs Pat and Jerry Holden had attended the service held at Eastwood Memorial Hall.

David Stanley's musical concert in aid of funds for the Community Centre before an audience of about 100 people had been a great success and David was thanked for all his efforts. There would be a quiz with teams of up to 8 people on Saturday 17<sup>th</sup> November at 7pm again raising funds for the Centre.

Volunteers were needed to deliver road closure notices to premises in the road closure area for the Leigh lights as well as posters to business premises. There was a Farmers' Market this coming Saturday.

#### 64. DECLARATION OF MEMBERS' INTERESTS

There were none

#### 65. APOLOGIES FOR ABSENCE

Cllrs: Alex Coulson, Paul Lawrence, Cliff Passmore, John Wren

#### 66. PUBLIC QUESTIONS

Mr Peter Dolby asked the Chairman if the Council were intending to publish the quarterly newsletter as it was proposed to cut the General Purposes publicity budget from £1000 to £250.

The Chairman replied that the Council were still intending to publish as previously although more press releases were being issued which cost nothing as well as publicity delivered through c2c. The publicity budget would be referred back to F&GPC for reconsideration.

#### 67. QUESTIONS FROM COUNCILLORS

Question from Councillor Syrie Cox - Does the Chairman agree with me that it is essential that Councillors fulfil their duty to their electorate by attending all meetings of which they are a member unless they are incapacitated?

***Cllr Patsy Ryan joined the meeting***

The Chairman replied:

The simple answer to the question is yes. If a member is unable to attend a meeting they must tender their apologies to the Town Clerk and if possible the Chairman of the relevant committee.

Whilst members are not duty bound to give a reason for their absence it is expected that the inability to attend is for a good reason. The question of whether reasons should be given is a matter for the Standard Orders Working Party to consider.

Where a member is incapacitated for a lengthy period the Council will be asked to sanction their absence.

Without such sanction failure to attend any meetings in a 6 month period will automatically lead to a member ceasing to be a Councillor.

**RESOLVED:**

That the question of whether reasons for absence should be given be referred to the Standing Orders Working Party for consideration.

68. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the 10<sup>th</sup> October 2012 were agreed and signed by the Chairman with the following amendment - change date in minute 61c to 20<sup>th</sup> September 2012.

69. COMMITTEES

- a) Planning Committee – The minutes of the meetings held on the 9<sup>th</sup> and 23<sup>rd</sup> October 2012 were **noted**.
- b) Transport & Highways Committee – The minutes of the meeting of 17<sup>th</sup> October 2012 were **noted**.
- c) Leisure, Foreshore & Environment Committee – The minutes of the meeting held on the 19<sup>th</sup> July 2012 were **noted** with the exception of minute 33a.

Minute 33a:

Cllr Donald Fraser moved a motion to amend the amount for a 1.5 table from £15 to £17; this was seconded by Cllr Richard Herbert

On being put to the vote the proposal was **AGREED**

- d) Finance & General Purposes Committee –

Min 92 – Update on possible Royal Mail Sorting Office Closure. Letters had been sent to Royal Mail, David Amess MP and Southend Borough Council. A supportive reply had been received from the SBC Leader Cllr Nigel Holdcroft and David Amess MP had met with Royal Mail to voice his disapproval and was also supportive of the Town Council's stance.

Royal Mail had offered to meet with LTC and the Council **RESOLVED** to nominate the Chairman, Vice Chairman and Cllr Donald Fraser to attend the meeting.

Min 93 – Cllr Donald Fraser expressed disappointment that despite being invited no Southend Borough Councillors for Leigh had attended the Open Day at the Community Centre.

The minutes of the meeting held on the 6<sup>th</sup> November 2012 were **noted** with the exception of Minutes 100 and 101

Council considered the following **RECOMMENDATIONS**:

Minute 100: TO SET-UP A NEW LEIGH COMMUNITY CENTRE COMMITTEE AND AGREE THE TERMS OF REFERENCE

Council **RESOLVED** to set up the new Standing Committee.

An amendment was moved to the proposed Terms of Reference. ToR 1d change to 'To receive matters raised by the Advisory Board in consultation with the LCC Manager. Council **AGREED** the amendment.

Council **RESOLVED** to adopt the Terms of Reference (Appendix 1)

Minute 101: PROVISION OF BURSARY FUND TO DEFRAY HIRE CHARGES FOR USERS OF THE COMMUNITY CENTRE

It was **RESOLVED** to create the Bursary Fund as recommended by F&GPC.

Minute 108: S&TP SUB-COMMITTEE Minute 19 (Community Centre Working Party Min 51)

It was **RESOLVED** that the statutory CCTV and sound limiting equipment be procured at a best value price by the Town Clerk. The expenditure be met from the Community Centre Fund Balance (£2,857), with the balance required taken from the Community Centre Set Up budget - Miscellaneous Equipment and Fixtures and Fittings headings.

#### 70. DEFERRED ITEMS FROM F&GPC AGENDA

- a) Committee Income and Expenditure Report 2119/FGP 30<sup>th</sup> October 2012 was **noted**
- b) Community Centre Budgets Reports 2120 and 2121 were **noted**
- c) To review amount of deposit with the Public Sector Deposit Fund was **deferred**

#### 71. MEMBERSHIP OF LEIGH COMMUNITY CENTRE COMMITTEE

In addition to the Chairman and Vice Chairman of the Council as ex-officio members the following Councillors were nominated:

Cllrs: Mark Bromfield, Syrie Cox, Geoff Crawford, Richard Herbert and Patsy Ryan

The Council **RESOLVED** to approve the appointments.

Cllr Richard Herbert was nominated as Chairman, Proposed by Cllr Patsy Ryan and Seconded by Cllr Syrie Cox.

The Committee **RESOLVED** to elect Cllr Richard Herbert.

Council **RESOLVED** that the Committee would meet on the 3<sup>rd</sup> Tuesday of the month.

#### 72. SBC LIBRARY CONSULTATION – Report 2125 (Appendix 2 to the agenda)

Council **RESOLVED** to support the retention of the Library Service in Leigh in the strongest terms and to appoint Cllrs Mark Bromfield, Syrie Cox and Richard Herbert to attend one of the consultation meetings to progress this view..

#### 73. FINANCIAL REPORT

It was **RESOLVED** that the Income and Expenditure Report 2115/I&E be approved – (Appendix 3 to the agenda)

#### 74. BANK ACCOUNT BALANCES at 30<sup>th</sup> October 2012

HSBC BMM A/c

£ 90,118.24

HSBC Current A/c	£ 119,823.62
HSBC Community Centre A/c	£ 7,879.79
HSBC Payroll A/c	£ 19,273.40
HSBC Imprest A/c	£ 188.32

The balances were **noted**

***The meeting closed at 8.27pm***

**LEIGH COMMUNITY CENTRE COMMITTEE (LCCC) (5 MEMBERS)**

LCCC is responsible for supporting the operation of the Leigh Community Centre (LCC). The Terms of Reference of LCCC are as follows:-

1. To deal, under delegated powers, with the following specific decision-making issues within the budget and policies approved by the Council:
  - a. To set policy relating to the general use of the LCC.
  - b. To receive reports from the LCC Manager who has delegated authority in managing the LCC and all operational matters relating to hirers and staffing.
  - c. To appoint members to the Advisory Board and to deal with any matters relating to the constitution or Terms of Reference of the Board.
  - d. To receive matters raised by the Advisory Board in consultation with the LCC Manager
  - e. To consider correspondence relevant to its Terms of Reference.
2. To submit an annual proposed budget and a report of any over or under spends from the current year's budget to F&GPC not later than the end of November. The Committee Chairman shall draft the Budget for presentation to the Committee and may liaise with the RFO and the Chairman of F&GPC in its preparation.
3. In the event of a dispute with another Committee that cannot be resolved by the two Committees, the matter shall be referred to F&GPC for arbitration and F&GPC's decision on the matter shall be final.
4. Where the Committee proposes actions or policies outside of agreed Council policy, it shall make recommendations to the Council.
5. Refer any proposals which would incur non-budgeted expenditure, or would reduce by more than £1000 budgeted income, to F&GPC which shall make recommendations to the Council on the matter.
6. May vire monies within its approved budget between heads provided that any virement which would exceed more than 5% (up to a maximum of £1000) of the Committee's budget is referred to F&GPC for consideration of the financial implications of such a change.
7. Where acting under delegated authority the Committee may decide, by a simple majority of Councillors present and voting (abstentions counting as a vote), to refer the matter for decision to Council and shall make recommendations as appropriate.
8. To receive reports from any Council appointed representatives to other bodies relevant to the Committee.