



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 Caroline Parker
Vice Chairman: Cllr Paul Lawrence
Town Clerk: Paul Beckerson



MINUTES OF AN EXTRAORDINARY MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.30PM ON TUESDAY 21ST JANUARY 2014 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Caroline Parker (Chairman), Syrie Cox, Donald Fraser, Richard Herbert, Jerry Holden, Pat Holden, Paul Lawrence, Carole Mulroney, Cliff Passmore, David Stanley and John Wren

Also in attendance: Paul Beckerson (Town Clerk)

The meeting opened at 7.32pm

96. DECLARATION OF MEMBERS' INTERESTS

Cllr Caroline Parker declared a pecuniary interest in Personnel Sub-Committee minute 47 as she is related to the volunteer.

97. APOLOGIES FOR ABSENCE

Cllrs Mark Bromfield, Margaret Cotgrove, Alex Coulson, Geoff Crawford and Patsy Ryan

98. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of 15th January 2014 were agreed as a correct record and signed by the Chairman with two alterations; in minute 93a delete 's' at end of meetings and in minute 93d delete 'is' after 'which' and replace with 'was'

99. 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 temporarily excluded and they are instructed to withdraw (SO.1c) – (Staffing)

100. PERSONNEL SUB-COMMITTEE MEETING 20th JANUARY 2014

The Chairman of the Sub-Committee presented the minutes to Council. The recommendations were dealt with in order as minuted.

Start of confidential business

101. Minute 45 – Revised Community Centre Structure Chart

Cllr Jerry Holden explained the structure chart. Members debated the meaning of the interaction of the Chairman of the Committee with other Councillors. It was emphasised that the Chairman had no executive powers and that he would be attending meetings with the LCC Manager and Town Clerk as a representative of the Committee.

It was proposed that the Revised Structure Chart is adopted.

Proposed Cllr Syrie Cox; seconded Cllr Pat Holden

Cllr Jerry Holden proposed that the Revised Structure Chart be considered by the LCCC, there was no seconder.

Council **RESOLVED** to accept the Revised Structure Chart.

102. Minute 47 – Temporary Arrangements

Cllr Caroline Parker left the meeting declaring her pecuniary interest.

There was some discussion regarding the exact status of the volunteer.

A proposal was moved that the recommendations be put to the vote.

Proposed Cllr Jerry Holden; seconded Cllr Pat Holden.

The Council **RESOLVED** that the salary provision for the LCC Manager is used to fund any temporary staffing requirements and that the present volunteer's travelling expenses are reimbursed.

The Council **RESOLVED** that if the Volunteer was used to undertake work usually performed by the LCC Manager that she be paid at SCP 13 on an hourly basis.

Cllr Caroline Parker re-joined the meeting

103. Minute 48 – Recruitment Advertising Budget

It was proposed that up to a maximum of £2,000 from reserves be available to pay for any advertising required.

Proposed Cllr Richard Herbert; seconded Cllr Pat Holden.

Council **RESOLVED** to approve the budget of £2,000.

104. INTERVIEW PANEL AND THE MANAGEMENT OF EVENTS

Some views were expressed regarding the exact wording of the proposed adverts, interested Councillors would discuss this after the meeting.

A view was put forward that the meeting discuss and adopt the Councillor/Staff Protocol and the Bullying and Harassment Policy but as this was not on the agenda it was not progressed.

The Chairman of Personnel Sub-Committee asked for people to put their names forward if they wished to be considered for the interview panel. There would be a further meeting of PSC to decide on the panel and the future arrangements for administering events.

End of confidential business

The meeting closed at 8.54pm