



# Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert  
Vice Chairman: Cllr Syrie Cox  
Town Clerk: Paul Beckerson



## MINUTES OF A MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.30PM ON WEDNESDAY 9<sup>th</sup> JULY 2014 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Richard Herbert (Chairman), Margaret Cotgrove, Syrie Cox, Geoff Crawford (until Min 44d (v)), Donald Fraser, Jerry Holden, Pat Holden, Paul Lawrence, Valerie Morgan, Carole Mulroney, Caroline Parker. Patsy Ryan, David Stanley (from Min 40) and John Wren (until Min 44d (i))

Also in attendance: Paul Beckerson (Town Clerk), one member of the public

Prior to the meeting prayers were led by Cllr Syrie Cox

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

#### 38. CHAIRMAN'S OPENING REMARKS

The Chairman commented on the following items; how good the refurbished façade looked; the hanging baskets this year were especially colourful; members were reminded that the Maritime Festival was taking place on Sunday 27<sup>th</sup> July; the Strand Wharf project was finally coming to fruition; funding had been acquired for the Green Gym; thanks were given to Cllr Caroline Parker for obtaining parking permits for Elm Road car park; a flagpole was shortly to be installed on the forecourt of the LCC; there was to be a commemoration of the Great War in early August; it was also the centenary of the LCC.

All these things were achieving real results for the residents of Leigh. Thanks were expressed to all the hard work done by the staff and councillors in implementing these projects.

He went on to note that after a period of rapid change and expansion that all committees were reviewing their work. He announced that he and the Vice Chairman were carrying out a review of all aspects of the work of the Council including finance, IT, HR and general management a process which they hope would involve all committees, councillors and staff.

#### 39. DECLARATIONS OF INTEREST

***Cllr Carole Mulroney declared a non-pecuniary interest as a Southend Borough Councillor as free holder of both the Community Centre and Strand Wharf***

#### 40. APOLOGIES FOR ABSENCE

Cllrs Mark Bromfield, David Stanley (for late arrival) and Jane Ward

#### 41. PUBLIC QUESTIONS

There were none.

#### 42. QUESTIONS FROM COUNCILLORS

There were none.

#### 43. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of 11<sup>th</sup> June 2014 were agreed as a correct record and signed by the Chairman.

44. COMMITTEES

- a. Planning and Licensing Committee – The minutes of the meetings of 10<sup>th</sup> and 24<sup>th</sup> June 2014 were **noted**.
- b. Transport & Highways Committee – The minutes of the meeting of 18<sup>th</sup> June 2014 were **noted**.

The meeting was informed that National Express had been awarded the North Thames Franchise.

- c. Leisure, Foreshore and Environment Committee – The minutes of the meeting of 19<sup>th</sup> June 2014 were **noted** with the recommendation in minute 13(f)
  - i. Minute 13(f) – STRAND WHARF QUAY PLAN

***Cllr David Stanley joined the meeting***

It was recommended that the plan is adopted by Council taking into account the comments made at the pre-meeting.

The following amendment was put:

That the plan numbered 13-SW-001 is submitted to SBC for planning permission. Reserving details of materials and positioning of furniture for later submission and that the Town Clerk progress the preparation of a Bill of Quantities in advance of the tendering process.

Proposed Cllr Jerry Holden; seconded Cllr Pat Holden.

The Council **RESOLVED** to agree the amendment.

The Council **RESOLVED** that the plan numbered 13-SW-001 is submitted to SBC for planning permission, reserving details of materials and positioning of furniture for later submission and that the Town Clerk progress the preparation of a Bill of Quantities in advance of the tendering process.

- d. Finance and General Purposes Committee – The minutes of the meeting of 1<sup>st</sup> July 2014 were **noted** with the exception of minutes 29, 32, 34, 35 containing recommendations and 39 (separate agenda item)
  - i. Minute 29 – REVIEW OF STANDING ORDERS AND TERMS OF REFERENCE

The Council is asked to approve the Standing Orders and Terms of Reference as agreed by the Governance and Audit Working Party with some minor corrections on pages 14, 16, 17 and 24 (Numbering and one grammar correction).

A proposal was put that the amount for formal tender in SO20 a (v) and c be £20,000. On being put to the vote the proposal did not have the support of 2/3 of the Council and was therefore not agreed. (Proposed Cllr Jerry Holden; seconded Cllr Patsy Ryan)

A further proposal was put that the amount for formal tender in SO20 a (v) and c be £30,000. On being put to the vote the proposal did not have the support of 2/3 of the Council and was therefore not agreed. (Proposed Cllr Syrie Cox; seconded Cllr Carole Mulroney)

Council **RESOLVED** to refer the decision on the amount in SO20 a (v) and c back to the Governance and Audit Working Party, then to be brought back to the next F&GPC meeting in September.

A further amendment was put that SO8 s (viii) and SO11 a (xi) be deleted. Proposed Cllr Richard Herbert (This was not seconded so fell)

***Cllr John Wren left the meeting***

Council **RESOLVED** to adopt the Standing Orders as agreed by the Governance and Audit Working Party with some minor corrections on pages 14, 16, 17 and 24 (Numbering and one grammar correction) with the exception of the amount in SO20 a (v) and c (Appendix 1)

Council **RESOLVED** to adopt the updated Terms of Reference as agreed by Finance and General Purposes Committee. (Appendix 2)

The Vice Chairman noted that it was a matter of law that standing orders were adhered to in the conduct of the business of the Council and it's Committees.

ii. Minute 32 – PURCHASE AND INSTALLATION OF NEW SERVER – Report 2372/PB

The Council **RESOLVED** to waive financial regulation 11(b) under 11(c) and to accept the lowest quotation from IT-Helpdesk-Co in the sum of £6,080 to be funded from the renewals budget.

iii. Minute 33 – RATIFICATION OF CAFETERIA LICENCE

Council **RESOLVED** to agree the revised Licence and approve its completion.

iv. Minute 34 – STATUS OF LCC MANAGER WHEN IN ATTENDANCE AT A LCC COMMITTEE MEETING

Council **RESOLVED** that the description of member be changed to participant with full speaking rights to avoid confusion with member of Council.

v. Minute 35 – PROVISION OF COFFEE AT FULL COUNCIL MEETINGS

It was recommended that coffee is not served at Council meetings and that at all meetings of committees and full Council all mobile phones are either turned off or are put in silent mode.

***Cllr Geoff Crawford left the meeting***

On being put to the vote there was equality of votes, the Chairman used his casting vote to vote against the proposal so it was **lost**. It was agreed that coffee would be served prior to the meeting and not during it.

e. Leigh Community Centre Committee – The minutes of the meeting of 2<sup>nd</sup> July 2014 were **noted** with the exception of minute 22 containing a recommendation.

i. Minute 22 – REPORT ON EXTENSION OF LCC LEASE – Report 2375/LCC

It was recommended that the terms as outlined in the report be approved as a basis for a new lease.

Council **RESOLVED** to agree the terms as outlined in the report as the basis for a new lease.

45. TO AUTHORISE PERSONNEL SUB-COMMITTEE TO AGREE THE STAFF PAYSACLE INCREMENTAL RISES.

As there was no scheduled meeting of the council in August the Council **RESOLVED** to authorise Personnel Sub-Committee to agree the Contractual Staff Pay Scale Incremental Rises.

46. FINANCIAL REPORT – Report 2373/I&E

Council **RESOLVED** to approve the expenditure and note the income.

***The meeting closed at 9.58pm***