



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 10th SEPTEMBER 2014 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Syrie Cox (Vice Chairman), Mark Bromfield (until Min 54(d) vii), Margaret Cotgrove, Donald Fraser, Pat Holden, Paul Lawrence, Valerie Morgan, Carole Mulroney, Caroline Parker (from Min 47, until Min 54(d) vii), Patsy Ryan and David Stanley (from Min 54(d) vii)

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

Prior to the meeting a reflection and prayers were led by Bryan Tolhurst – New Road Methodists

The meeting opened at 7.33pm

47. CHAIRMAN'S OPENING REMARKS

The Vice Chairman congratulated Cllr Margaret Cotgrove on her 80th birthday. Since the last meeting the Leigh Maritime Festival has taken place with a good attendance, the new format had worked well. The Great War Event in the Leigh Community Centre over the centenary weekend was well attended with a joint collaboration with the Leigh Society and the British Legion, proceeds donated to the British Legion and Help for Heroes.

Cllr Caroline Parker joined the meeting

The Chairman then highlighted some main points from the Town Clerk's Monthly Report (Appendix 1)

48. DECLARATIONS OF INTEREST

There were none

49. APOLOGIES FOR ABSENCE

Cllrs Geoff Crawford, Richard Herbert, Jerry Holden, David Stanley (for late arrival), Jane Ward and John Wren

50. PUBLIC QUESTIONS

There were none.

51. QUESTIONS FROM COUNCILLORS

There were none.

52. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of 9th July 2014 were agreed as a correct record and signed by the Vice Chairman.

53. COMMITTEE VACANCIES

Leisure, Foreshore and Environment (1) Cllr Valerie Morgan; Proposed Cllr Carole Mulroney; seconded Cllr Caroline Parker

Cllr Valerie Morgan was **elected**.

Transport & Highways (1) No nominations

Finance & General Purposes (1) No nominations

Allotments (1) Two nominations:

Cllr Mark Bromfield; Proposed Cllr Mark Bromfield; seconded Cllr Patsy Ryan (3)

Cllr Margaret Cotgrove; Proposed Cllr Pat Holden; seconded Cllr Carole Mulroney (4)

Cllr Margaret Cotgrove was **elected**.

Leigh Community Centre (1) No nominations

54. COMMITTEES

a. Planning and Licensing Committee – The minutes of the meetings of 8th and 22nd July and 26th August 2014 were **noted**.

b. Allotments Committee – The minutes of the meeting of 16th July 2014 were **noted** with the exception of Minute 20.

i. Minute 20 – Revised Allotments Tenancy Agreement

Council **RESOLVED** to agree the revised Allotment Tenancy Agreement.

c. Leisure, Foreshore and Environment Committee – The minutes of the meeting of 17th July 2014 were **noted**.

d. Finance and General Purposes Committee – The minutes of the meeting of 2nd September 2014 were **noted** with the exception of minutes 46, 47, 49, 52, 53, 63 and 64 containing recommendations and 60 (separate agenda item)

i. Minute 46 – ENGAGEMENT OF INTERN UNDER AUSPICES OF THE UNIVERSITY OF ESSEX – Report 2393

RECOMMENDATIONS:

i.i That the Town Council enters into a scheme to employ interns, in conjunction with the University of Essex, as set out in the above report, for up to 18 weeks per year on clearly defined projects with a review in May 2015

A recorded vote was requested:

For the recommendation: Cllrs Margaret Cotgrove, Syrie Cox, Donald Fraser, Valerie Morgan, Carole Mulroney and Patsy Ryan. (6)

Against the recommendation: Cllrs Mark Bromfield, Pat Holden, Paul Lawrence and Caroline Parker. (4)

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

i.ii That the Town Clerk be delegated to implement all aspects of the scheme from the 1st November 2014.

A recorded vote was requested:

For the recommendation: Cllrs Margaret Cotgrove, Syrie Cox, Donald Fraser, Valerie Morgan, Carole Mulroney and Patsy Ryan. (6)

Against the recommendation: Cllrs Mark Bromfield, Pat Holden, Paul Lawrence and Caroline Parker. (4)

The Council **RESOLVED** to agree the recommendation

- i.iii That a budget of £4,000 per year is provided for the scheme taken in the first year from reserves.

A recorded vote was requested:

For the recommendation: Cllrs Margaret Cotgrove, Syrie Cox, Donald Fraser, Valerie Morgan, Carole Mulroney and Patsy Ryan. (6)

Against the recommendation: Cllrs Mark Bromfield, Pat Holden and Paul Lawrence. (3)

Abstentions: Cllr Caroline Parker. (1)

The Council **RESOLVED** to agree the recommendation

- ii. Minute 47 – GOVERNANCE & AUDIT WORKING PARTY - 11th July 2014 – Review of Financial Regulations Report 2386/G&AWP

The Council **RESOLVED** to approve the revised Financial Regulations.

Cllr Pat Holden was **appointed** to undertake the quarterly bank reconciliations required under Regulation 2.2. (Proposed Cllr Pat Holden; seconded Cllr Patsy Ryan)

- iii. Minute 49 – EMERGENCY FENCING TO CINDER PATH SHELTER Report 2390/CM

Council **RESOLVED** to agree that the cost of £189.76 for the security fencing be taken from reserves.

- iv. Minute 52 – EXTENSION OF LEIGH LIGHTS INTO LEIGH ROAD Report 2394/HS

The Committee **RECOMMENDED** the proposal to Council - £1,000 from Leigh Lights Capital Renewals Budget and the balance of £1,155 from reserves.

A recorded vote was requested:

For the recommendation: Cllrs Margaret Cotgrove, Syrie Cox, Donald Fraser, Pat Holden, Valerie Morgan, Carole Mulroney, Caroline Parker and Patsy Ryan (8)

Against the recommendation: Cllr Mark Bromfield (1)

Abstentions: Cllr Paul Lawrence (1)

Council **RESOLVED** to agree the proposal to extend the lights into Leigh Road, with £1,000 coming from the Leigh Lights Capital Renewals Budget and the balance of £1,155 from reserves.

- v. Minute 53 – LOCAL GOVERNMENT PENSIONS DISCRETIONS POLICY

Council **RESOLVED** to adopt the LGPS Discretions Policy.

- vi. Minute 63 – Increase in hours of the Part-Time Junior Administrator

Council **RESOLVED** to confirm, that the hours be made permanent.

vii. Minute 64 – EMPLOYMENT OF AN APPRENTICE

The Committee **RECOMMENDED to Council** that an apprentice be employed for 30 hours per week for 1 year starting in September 2014 at a maximum cost of £6,000 to be taken from the staffing budget surplus (approx. £1,000) and reserves (£2,000). The interview process to be delegated to the Town Clerk.

Cllr Mark Bromfield left the meeting

Cllr David Stanley joined the meeting

A recorded vote was requested:

For the recommendation: Cllrs Margaret Cotgrove, Syrie Cox, Donald Fraser, Pat Holden, Valerie Morgan, Carole Mulrone, Patsy Ryan and David Stanley (8)

Against the recommendation: Cllr Paul Lawrence (1)

Abstentions: Cllr Caroline Parker (1)

Council therefore **RESOLVED** to agree the recommendation that an apprentice be employed for 30 hours per week for 1 year starting in September 2014 at a maximum cost of £6,000 to be taken from the staffing budget surplus (approx. £1,000) and reserves (£2,000). The interview process to be delegated to the Town Clerk.

Cllr Caroline Parker left the meeting

e. Leigh Community Centre Committee – The minutes of the meeting of 3rd September 2014 were **noted**.

55. FINANCIAL REPORT – Report 2400/I&E

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

The meeting closed at 8.30pm



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Report 2404/PB

TOWN CLERK'S REPORT TO COUNCIL September 2014

This is the first of the monthly reports that will be tabled to Council at the start of the meeting in Chairman's remarks.

Actions since the last meeting:

Strand Wharf planning application submitted, and payment sent.

Quotation obtained from a Surveying Services company for creating Bill of Quantities, Managing Tender Process and Managing contract. To be presented to LFE for approval.

An expression of interest in the project has been received from a landscaping contractor.

A letter has been received from a neighbour regarding the lease arrangements. Letters have been sent to all adjoining properties outlining the proposals and the explaining the TRO applicable to the wharf.

Flagpole for LCC is being delivered tomorrow (it went missing) as per Transport and Highways decision, landlords permission has been sought and given. No planning permission is required as it is permitted development.

Order for replacement Notice Board for the Elms has been placed delivery expected within the next week.

Alternative quotes for the Green Gym are being sourced from two alternative firms to be considered along with the quote already supplied. LTC is still in negotiation with SBC regarding the ownership issue and the conditions relating to the grant funding in place.

Raised beds for disabled use at Leigh Allotments have been priced and are going to the next meeting of Allotments.

The Woodland Trust has been contacted regarding the supply of saplings for the proposed hedging at the allotments.

Replacement computer for Senior Administrator to be ordered this week

A second Leigh Road Traders meeting has taken place on the 9th September; they will now convene their own monthly meetings funded by the bursary granted by LCC.

The first Citizen Engagement WP meeting has been held with another organised for 10am on the 13th October 2014. To be reported to next F&GPC.

There is to be a Governance and Audit WP meeting at 10am on 29th September 2014 to consider the new requirement to review the Council's Financial Control Measures, a draft has been prepared and will be circulated to members later this week.

Training Courses:

Councillor:

The Chairman and Vice Chairman have expressed an interest in attending the following courses run by EALC:

Chairmen's Day 2 - Thursday 9th October

Module 3 – The Public & The Media; Module 4 - Conduct & Other Challenging Issues Conduct

Chairmen's Day 3 - Thursday 6th November

Module 5 – Chairing A Challenging Meeting; Module 6 – Visionary Leadership

Law & Procedures - Tuesday 30th September

Powers & Duties, Sources of Advice, Agenda, Minutes, Standing Orders, Election Procedures, Declarations of Interest

VAT - Thursday 2nd October

VAT as applicable to Local Councils

Social Media - Tuesday 7th October

Use of Social Media

Roles & Responsibilities - Thursday 16th October

Overview of roles, duties, and responsibilities of the Chair, Councillor, Clerk and Council

New Quality Council Scheme Briefing - Thursday 23rd October

Staff:

The Senior Administrator is attending the VAT Course on Thursday 2nd October.