

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 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 8th OCTOBER 2014 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Richard Herbert (Chairman), Margaret Cotgrove, Geoff Crawford, Donald Fraser, Jerry Holden, Pat Holden, Paul Lawrence, Valerie Morgan (until min 63c(i)), Carole Mulrone, Caroline Parker, Patsy Ryan, David Stanley, Jane Ward and John Wren

Also in attendance: Vivien Choppen (Senior Administrator)

Prior to the meeting a reflection and prayers were led by Major John Carmichael of the Salvation Army

The meeting opened at 7.30pm

56. CHAIRMAN'S OPENING REMARKS

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

He then thanked Committee Chairmen for their hard work in his absence. He also thanked the Town Clerk for his clearer and fuller reports, which provided an improved basis for Councillors to formulate motions. Further he reminded Councillors of the need for 7 days' notice of motions or requests for reports to be given to the Town Clerk, to enable him to prepare and check details and accurateness of reports.

57. DECLARATIONS OF INTEREST

Cllr Carole Mulrone declared a non-pecuniary interest in Strand Wharf as she is a Southend Borough Councillor.

58. APOLOGIES FOR ABSENCE

Cllrs Mark Bromfield and Syrie Cox

59. PUBLIC QUESTIONS

There were none.

60. QUESTIONS FROM COUNCILLORS

There were none.

61. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of 10th September 2014 were agreed as a correct record and signed by the Chairman

62. REQUIREMENT TO PREPARE 3 YEAR BUDGET FORECASTS – Report 2417/PB

The Chairman of F&GPC informed Committee Chairmen of the need for this future requirement. Although Cllr Lawrence anticipated significant difficulties forecasting Allotments income and

expenditure, the Chairman stated that no dispensation for conducting this exercise could be given, but as these were forecasts later changes were possible.

63. COMMITTEES

- a. Planning and Licensing Committee – The minutes of the meetings of 9th and 23rd September were **noted**.
- b. Allotments Committee – The minutes of the meeting of 17th September 2014 were **noted** with the exception of Minute 38.

Cllrs Jerry Holden and Pat Holden declared a non-pecuniary interest as allotment plot holders. Cllr Paul Lawrence declared a pecuniary interest as an allotment plot holder.

Cllr Paul Lawrence left the meeting.

- i. Minute 38 – RENTS 2015/16

Council **RESOLVED** to agree that rents be increased by:

Full Plot Non Discounted:	£10.00	Full Plot Discounted:	£5.00
Half Plot Non Discounted:	£5.00	Half Plot Discounted:	£2.50
Starter Plot Non Discounted:	£3.50	Starter Plot Discounted:	£1.50

Cllr Paul Lawrence re-joined the meeting

- c. Leisure, Foreshore and Environment Committee – The minutes of the meeting of 25th September 2014 were noted with the exception of Minutes 29 and 31

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.3(d)) – contractual

Start of Confidential Business

- i. Minute 29 - STRAND WHARF APPOINTMENT OF QUANTITY SURVEYOR AND CONTRACT ADMINISTRATOR – Officer's Report – Report 2408/PB

The Committee **RECOMMENDED** to Council that the company be appointed to undertake the work as outlined in the proposal for a fee of 2.60% and 2.30% of the construction cost respectively.

As the Quantity Surveyor had yet to provide costings to the Council for the project the recommendation was revised as follows:

The Committee **RECOMMENDED** to Council that Baines Surveying Services be appointed to undertake the work as outlined in the proposal for a fee of 2.60% and 2.30% of the construction cost respectively after final approval of costings by Council.

A recorded vote was requested:

For the recommendation: Cllrs Margaret Cotgrove, Geoff Crawford, Donald Fraser, Richard Herbert, Pat Holden, Valerie Morgan, Caroline Parker, David Stanley, Jane Ward, and John Wren (10)

Against the recommendation: Cllrs Jerry Holden and Patsy Ryan (2)

Abstentions: Cllrs Paul Lawrence and Carole Mulroney (2)

The Council **RESOLVED** to agree the recommendation

End of Confidential Business

Cllr Valerie Morgan left the meeting

- ii. Minute 31 GREEN GYM PROJECT SELECTION OF SUPPLIER - OFFICER'S Report

The Committee **RECOMMENDED** the scheme to Council for approval.

The Chairman explained that the Council had secured £5,000 grant funding towards the project from Cory Environmental Trust. The supplier's quoted price for 15 pieces of equipment at £14,994.01 stood until 31 December 2014. However the outcome of the application for a National Lottery Grant 'Awards for All' would not be known until after this date. This presented a difficulty for the Council to commit to the expenditure.

Cllr Geoff Crawford proposed (seconded by Cllr Patsy Ryan) the following amendment to the recommendation:

The Committee **RECOMMENDED** the Council purchase 15 pieces of equipment for £15,000 to be met from the £5,000 grant from Cory Environmental Trust and £10,000 taken either from a grant from the National Lottery Fund 'Awards for All' or from the Capital Projects Fund.

Council **RESOLVED** to agree the recommendation

- d. Finance and General Purposes Committee – The minutes of the meeting of 30th September 2014 were **noted** with the exception of minutes 70, 74, 75(separate agenda item) and 78.
- i. Minute 70 –STANDING ORDERS; CHANGE OF WORDING TO SO 3 (I) Officer's Report

Amended Wording:

Filming, photographing or audio recording of proceedings, and/ or commentary on proceedings, for the purposes of reporting is allowed at any public meeting of the council and its committees by any person attending. Any communication methods, including the internet, may be used to broadcast, transmit, publish, post or otherwise share this reporting with persons not present, either during the meeting or later.

As a courtesy, those persons planning to make a visual or audio recording of proceedings and/ or commentary for broadcast, transmission or otherwise sharing, either during a meeting or later, are requested to liaise with the Town Clerk (or council officer acting in that capacity) before the meeting begins. Officers will notify the meeting's chairman, in order that all attendees can be informed before the recording, broadcast or transmission begins.

The chairman of the meeting will ask for any recording, broadcasting or transmitting to be undertaken in such a way that it is not disruptive or distracting to the good order and conduct of the meeting. In the case of disorderly conduct, persons may be excluded from public meetings, or public proceedings may be suspended in accordance with the relevant Standing Order/s.

Recording for broadcast, transmission or otherwise sharing with persons not present, either during the meeting or later, must cease if the meeting resolves to move into confidential session as per the Public Bodies (Admission to Meetings) Act 1960. In these cases, the proceedings of the confidential session will be reported as per the Public Bodies (Admission to Meetings) Act 1960.

The Committee **RESOLVED** to adopt the revised wording to SO 3(I).

- ii. Minute 74 ALLOTMENTS BUDGET 2015/16 (Appendix 4 to the Agenda)

Council **RESOLVED** to adopt the budget.

- iii. Minute 78 WRITE OFF OF DEBT OF £23.02

Cllr Fraser explained that a hirer had refused to pay for a room booking following a last minute cancellation. All efforts to recover the outstanding payment had been made by the office staff.

The Council endorsed the **RESOLUTION** to write off the debt of £23.02 on invoice 2706

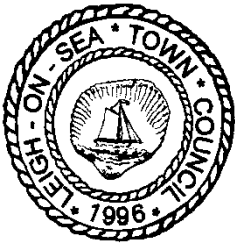
- e. Leigh Community Centre Committee – The minutes of the meetings of 24th September and 1st October 2014 were noted

64. FINANCIAL REPORT – Report 2409/1&E

The Chairman moved that the vote be put; Cllr Paul Lawrence requested that it be recorded in the minutes that he did not have the opportunity to comment further.

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

The meeting closed at 8.38pm



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



Report 2418/PB

TOWN CLERK'S REPORT TO COUNCIL October 2014

Actions since the last meeting:

Strand Wharf planning application published, SBC provided with clarifications on soft landscaping scheme (subject to condition); paving samples provided (delivered to SBC); bonding materials to Cockleshell path (there are none); Information Board (subject to condition); Drainage Strategy (existing drains used).

Surveying Services Company for creating Bill of Quantities, Managing Tender Process and Managing contract. Given instruction to proceed with Stage D work as per LFE resolution at a cost of £225 (budget costing to be reported to LFE on 16th October), once Council have ratified LFE recommendation, Surveyor to be instructed to manage contract as per proposal

A Party Wall Agreement has been concluded with Livemore for 83 Elm Road regarding the underpinning of the boundary wall to the northern boundary. Livemore have undertaken a full condition survey prior to work commencing. The building work has now started.

Flagpole for LCC has been delivered and is awaiting erection.

The replacement Notice Board for the Elms has been delivered and is awaiting installation.

Provisional order has been placed for the Green Gym.

Replacement computer for Senior Administrator has been delivered and installed.

Governance and Audit WP has met and the Corporate Governance Report will go to November's F&GPC for approval. It is proposed that Standing Orders etc. will be reviewed at the March Council meeting each year.

An initial meeting has been held with ITEC to start the process of advertising and employing an apprentice; ITEC will distribute application forms and will oversee the interview process.

Training Courses:

The Town Clerk will be at the SLCC Conference from 8th October until 11th October.

There is a Larger Local Council's Forum on 14th October at Great Dunmow.