



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
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Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson

MINUTES OF AN ORDINARY MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.30PM ON TUESDAY 21ST JULY 2015 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Richard Herbert (Chairman), Carole Mulroney (Vice Chairman), Jill Adair, Patrick Fox, Alistair Hanman, Madelaine Hanman-Murphy, Fr. Clive Hillman, Valerie Morgan, Dec Mulroney, Ron Owen, Caroline Parker and Helen Robertson.

Also in attendance: Helen Symmons (Assistant Town Clerk) and a member of the public

Prior to the meeting there was a talk and a serenity prayer which were led by Pat and Maggie from Narcotics Anonymous.

The meeting opened at 7.34 pm

40. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed everyone and thanked Pat and Maggie for their talk. He stated it had been a busy few weeks but successful ones in progressing the administration of the new Council and the settling in of the new programme of meetings and hoped the training sessions had proved useful to new Councillors.

In line with Council Standing Orders, original motions will continue to be proposed in the appropriate Committee meetings rather than Ordinary Meetings of Council but occasionally this may be unavoidable due to the time sensitivity of some issues.

A series of PDG meetings will take place over the next few months on various Council matters and further details would be available to Councillors in due course. The Chairman and Vice Chairman have had a protocol meeting with Southend Borough Council regarding the Community Centre.

41. APOLOGIES FOR ABSENCE

Cllrs: Mark Bromfield, Donald Fraser, Vivien Rosier and Jane Ward

42. DECLARATION OF MEMBERS' INTERESTS

There were none

43. REQUEST FOR DISPENSATION UNDER THE CODE OF CONDUCT S.O. 15 FROM CLLRS ALISTAIR HANMAN AND MADELAINE HANMAN-MURPHY – **ITEM CONSIDERED** and brought forward by the Chairman and Vice Chairman of Council

The Chairman spoke further on why this item was considered and confirmed to Committee that both Councillors would withdraw from a meeting when the dispensation did not extend. This would be for matters related to financial arrangements regarding art in the community centre or the licence for the use of the attic space.

There being no other comments, the Chairman and Vice Chairman **GRANTED** dispensation

44. APPROVAL OF MINUTES OF THE MEETING OF 2nd JUNE 2015

The minutes of the meeting of 2nd June 2015 were agreed and signed by the Chairman as a true and accurate record.

45. PUBLIC QUESTIONS

There were none

46. QUESTIONS FROM COUNCILLORS

There were none

47. MINUTES OF PREVIOUS MEETING – 11th February 2015

This item is not applicable and was a mis-print on the Agenda

48. MOTION RELATING TO VOLUNTEERING WITHIN THE COUNCIL

Cllr Mulroney as Motion Proposer spoke on the matter with the Chairman suggesting an amendment. The amendment was discussed and highlighted to Councillors that this would be a community project, with volunteers valued and would be prudent to set a time commitment with quantitative targets.

Further amendment suggested and discussed.

Amendment 1 – proposed Chairman, seconded Cllr Robertson:

To add after Community Engagement budget head 'and to engage a part time Volunteer Co-ordinator at a budget for this financial year of £2,500, included in the total figure of £7,500, with the decision on terms and hours of employment delegated to the Town clerk in consultation with the Chairman of Council'

Council **RESOLVED** this amendment

Amendment 2 – proposed Vice Chairman, seconded Cllr Hanman-Murphy

To add a 3rd sentence 'To review the programme at the end of the financial year'

Council **RESOLVED** this amendment

Council **RESOLVED** the substantive motion with amendments:

That the Town Council reaffirms its decision of 7 January 2014 to inaugurate a programme of volunteering for within the Centre and the wider town as outlined in the report.

That a budget of £7,500 be allocated to this programme to be taken from reserves and controlled under the Community Engagement budget head and to engage a part time Volunteer Co-ordinator at a budget for this financial year of £2,500, included in the total figure of £7,500, with the decision on terms and hours of employment delegated to the Town Clerk in consultation with the Chairman of Council.

That Councillors Mulroney, Herbert, Ward, Morgan and Robertson form a task and finish group to co-ordinate the relevant documentation and procedures and report back on progress to the next P & R meeting.

To review the programme at the end of the financial year

49. COMMITTEES

The Chairman wished to make reference to the Town Clerk's report mentioned in Agenda item 1. This report was **NOTED** with the following comments:

Regarding Strand Wharf it seemed likely that work would be delayed as the tender process was not complete and the stone for the project needs a 12 week lead time. In this respect alternative arrangements may be needed for Carols on Strand Wharf event.

Two questions were asked of the Town Clerk:

Why was the Annual Report not printed in Leigh Times before the July issue? The Chairman believed this to be because of work pressures.

It was asked if the Canvey Island Town Council Community Warden Scheme could be reported on further as this may be of interest to Council. The Chairman will ask the Town Clerk to investigate

- a) Planning, Highways & Licensing Committee – The minutes of the meetings 14th and 26th May, 9th and 23rd June and 14th July 2015 were **NOTED**
- b) Community Facilities Committee – The minutes of the meeting 2nd June 2015 were **NOTED** with a report from the Committee Chairman that minute 7 will be followed up and regarding minute 10, dates were awaited from the group.
- c) Environment & Leisure Committee – The minutes of the meeting 11th June 2015 (16th June was a mis-type in the Agenda) were **NOTED** with the exception of minutes 25, 32 and 35
 - i) Minute 25 – ELECTION OF MEMBERS TO THE OLD TOWN COMMUNITY GROUP
Council **RESOLVED** to co-opt those named to the group
 - ii) Minute 32 – ABOLITION OF ENVIRONMENT & LEISURE SUB-COMMITTEES AND REPLACEMENT WITH POLICY DEVELOPMENT OR TASK AND FINISH GROUPS
Council **RESOLVED** to reappoint the existing co-opted members to the Allotments PDG
Council **RESOLVED** to co-opt those named as members of the Community Transport T&FG
 - iii) Minute 35 – ALLOTMENT RULES MOTION
Council **RESOLVED** the rule changes
- d) Policy & Resources Committee – The minutes of the meeting 30th June 2015 were **NOTED** with the exception of minutes 15,16,18,24 and 25 although it was pointed out that there are significant typographical errors in the draft Staff Handbook. This will be advised to the Town Clerk also requesting a date when it will be fully adopted.
 - i) Minute 15 – DRAFT PRESS & MEDIA POLICY
Council **RESOLVED** to adopt the policy with amendment
 - ii) Minute 16 – ITEMS FROM ENVIRONMENT AND LEISURE MEETING 11TH JUNE 2015

The Chairman spoke with regard to membership of PDG meetings and ensuring all those interested are able to attend.

Amendment proposed by Cllr Mulroney, seconded by Cllr Parker:

To add the words after interested parties 'at the discretion of the Chairman'

Council **RESOLVED** the amendment

Council **RESOLVED** that Standing Order 5 be amended to add the clause:

The views of PDGs and T&FGs will be used to inform the decision of committees and officers with delegated authority. That, for clarity, these are discussion groups not decision making committees and attendance is restricted to Councillors, co-opted members and interested parties at the discretion of the Chairman unless otherwise designated. Only appointed members of the Group will be able to vote.

Council **RESOLVED** the revised Term of Reference TR11 and confirmed PDG membership is membership of the parent Committee

iii) Minute 18 – RECRUITMENT POLICY

Council **RESOLVED** adoption of the policy

iv) Minute 24 – CONFIRMATION OF APPOINTMENT OF INTERNAL AUDITOR AND SCHEME OF WORK

Council **RESOLVED** that Audition Solutions be appointed for 2015/16

v) Minute 25 – deferred to Agenda item 9 – see minute 51 below

50. MOTION TO SUSPEND STANDING ORDERS

Chairman advised that at Personnel Sub-committee meeting 14th July 2015 the committee only has authority to recommend to Council and not make resolutions.

Council **RESOLVED** to suspend Standing Order 3b for this item only

51. **MOTION** to exclude public – The Public Bodies (Admission to Meetings) Act 1960.

Council **RESOLVED** that in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SOs.3(d) and 24 (a) – (staffing)

52. MINUTES OF PERSONNEL SUB-COMMITTEE 14th JULY 2015 (Appendix 1)

Assistant Town Clerk and public left the room

Start of confidential business

Clerking undertaken by Vice Chairman

i) Minute 7 – REQUEST BY STAFF MEMBER TO BE RE-GRADED

Council **RESOLVED** to agree the re-grading and adjusted scale point range

ii) Minute 8 – TO CONSIDER A SALARY INCREASE FOR A MEMBER OF STAFF

Council **RESOLVED** to increase the hourly rate

End of confidential business

The Assistant Town Clerk and member of public returned to the meeting. Assistant Town Clerk resumed clerking duties

53. FINANCIAL REPORT

Council **NOTED** the income and **RESOLVED** approval of expenditure set out in report 2530/I&E

54. COUNCIL BUDGET REPORT

Council **NOTED** the report and the new format was well received

55. CLERK'S ATTENDANCE AT SLCC NATIONAL CONFERENCE

Council **APPROVED** the attendance of the Town Clerk at a cost of £395 plus travel from the Staff Training Budget

The meeting closed at 8.35pm



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MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON TUESDAY 14TH JULY 2015 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney (Chairman), Fr. Clive Hillman and Richard Herbert
In attendance: Paul Beckerson (Town Clerk)

The meeting opened at 7.03pm

1. ELECTION OF CHAIRMAN

Cllr Carole Mulroney was elected Chairman. Proposed Cllr Richard Herbert; seconded Cllr Fr. Clive Hillman.

2. ELECTION OF VICE CHAIRMAN

Cllr Ron Owen was elected Vice Chairman. Proposed Cllr Richard Herbert; seconded Cllr Carole Mulroney.

3. APOLOGIES FOR ABSENCE

Cllrs: Donald Fraser, Ron Owen and Jane Ward

4. DECLARATION OF MEMBERS' INTERESTS

There were none.

5. MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 7th April 2015 were agreed as a correct record and signed by the Chairman.

6. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960 RESOLVED; That in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SOs. 3(d) and 24(a) - (staffing)

Start of confidential business

The following items were considered in accordance with SO 13(c)

7. REQUEST BY STAFF MEMBER TO BE RE-GRADED (Confidential Appendix 1)

The Sub-Committee **RECOMMENDED** that P&RC agree the re-grading and adjusted the scale point range to SCP 23 to SCP 26 with immediate effect.

8. TO CONSIDER A SALARY INCREASE FOR A MEMBER OF STAFF – Report 2535/PB (Confidential Appendix 2)

The Sub-Committee **RECOMMENDED** that P&RC increase the hourly rate from £3.00 to £4.50 with immediate effect.

End of confidential business

The meeting closed at 7.25pm