



Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Carole Mulrone
Town Clerk: Paul Beckerson

MINUTES OF A MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.30PM ON TUESDAY 19th JANUARY 2016 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Richard Herbert (Chairman), Patrick Fox, Donald Fraser, Fr. Clive Hillman, Carole Mulrone, Ron Owen, Caroline Parker, Helen Robertson, Vivien Rosier and Jane Ward

Also in attendance: Helen Symmons (Acting Town Clerk), Echo Reporter and 1 member of the public. Paul Beckerson (Town Clerk) was present for part of the meeting.

Prior to the meeting a presentation was given by Brenda Lewis of Thursday Club on the integrated youth services programme she is involved in following which prayers were said by Rev. Julia Monaghan (Wesley Methodist)

The meeting opened at 7.35pm

81. CHAIRMAN'S OPENING REMARKS / TOWN CLERK'S REPORT 2578/HS

The Chairman welcomed all to the meeting and advised on the wireless conference system being used on this occasion for demonstration purposes. He wished all a Happy New Year, congratulated the Town Clerk for his recent marriage and read out the Essex Police response to the open letter sent. Coming up over the next few months, will be the annual Council 'house-keeping' of reviewing policies and documents. Chairmen of the Committees have met recently to start looking at some points and will meet on a monthly basis at the request of the Acting Town Clerk to co-ordinate the work of the Committees in conjunction with office schedules. He further informed the meeting of the regular Coastal Community meetings where he represents Council.

82. APOLOGIES FOR ABSENCE

Cllrs: Jill Adair, Mark Bromfield, Valerie Morgan and Declan Mulrone

83. DECLARATION OF MEMBERS' INTERESTS

Cllr Mulrone declared a non-pecuniary interest in Strand Wharf as a Councillor for Southend Borough Council.

84. APPROVAL OF MINUTES OF THE MEETING OF 17th NOVEMBER 2015

There was an amendment to minute 78 a) to reflect the meeting 22nd September was actually held 23rd September. Thereafter, minutes of the meeting 17th November were agreed and signed by the Chairman as a true and accurate record.

85. PUBLIC QUESTIONS

There were none

86. QUESTIONS FROM COUNCILLORS

There were none

DECISION ITEMS

87. SMALLER AUTHORITIES AUDIT – **Agenda Item 7**

The item was presented by the Acting Town Clerk.

Council **RESOLVED** to not opt out of the scheme.

88. STRAND WHARF – **Agenda Item 8**

The item was presented by the Chairman.

Council **RESOLVED** to vire £2150 from E&L Strand Wharf cleaning/maintenance budget and £1875 from P&R Legal Fees to Capital Reserves and to additionally pay the deficit of £4270.35 from Capital Reserves. Virements will not take place until the end of the financial year in line with Council policy.

Council **RESOLVED** to set a contingency of £5,000 from Capital Reserves should additional expenditure be vital to complete the project.

89. APPOINTMENT OF PUBLIC TRANSPORT REPRESENTATIVE – **Agenda Item 9**

The Chairman thanked Cllr Fraser for his help as the representative for many years. Cllr Parker expressed a willingness to be the representative within the vicinity of the Borough and immediate surrounds. It was clarified that South East Essex group meet twice a year in Rochford.

Council **RESOLVED** to appoint Cllr Parker as the Public Transport Representative for the Council.

COMMITTEES

90. COMMITTEES – **Agenda Item 10**

- a) Planning, Highways & Licensing Committee – The minutes of the meetings 24th November and 15th December 2015 and 6th January 2016 were presented by Cllr Parker and **NOTED**
- b) Community Facilities Committee – The minutes of the meeting 1ST December 2015 were presented by Cllr Herbert and **NOTED** with the following points made:
 - Minute 49 – to be amended to insert ‘deep’ before ‘cleaning the remaining eight Shelters’. This will be raised at CFC meeting 2nd February 2016.
 - The overlap of ‘Highways’ on various Committees will be discussed at the next Chairmen Meeting to consider consolidation.
- c) Environment & Leisure Committee – The minutes of the meeting 16th December 2015 were presented by Cllr Mulrone and **NOTED** with the following points made:
 - Minute 72 – only 2 Councillors have responded to being a part of a Tourism Group
 - Minute 73 – The Events PDG is to be held 1st February 2016
 - Minute 75 – All day time bus services have been withdrawn. This minute will be amended at E&L meeting 16th February 2016.
 - Minute 77 – Concern was raised that Bonchurch Park was not mentioned in the survey response and needs attention by SBC. It was reported that progress is being made in the park which is being monitored closely although it was agreed the tennis courts do need attention. The survey has now closed but an addendum will be sent.

d) Policy & Resources Committee – The minutes of the meeting 16th December 2015 and 5th January 2016 were presented by Cllr Ward and **NOTED** with **RECOMMENDATIONS TO COUNCIL** as follows:

- Minute 72 – Council **RESOLVED** recommendations a) and b) to move and rename budget headings and c) that P&R Grant Awards budget be increased to £5,000 for 2016/17.
- Minute 73 – Council **RESOLVED** to hold the Annual Town Meeting on Friday 29th April 2016.
- Minute 74 a) – Council **RESOLVED** the redesign of the Council website in conjunction with the Community Centre website at a cost of £850 + VAT and to fund the total amount of £2770 + VAT from 2015/16 General Reserves.
- Minute 78 – see minute 91 below

FINANCIAL

91. FINANCIAL REPORT – To receive report 2579/I&E – **Agenda Item 11**

It was highlighted that not good practice for staff members to be expected to pay for large Council items and have to wait for reimbursement. The background to cheque 101535 was explained.

Council **NOTED** the income and **RESOLVED** approval of expenditure set out in report 2579/I&E.

92. COUNCIL BUDGET REPORT – 12th January 2016 (Appendix 3 to the agenda)

Council **NOTED** the report.

93. CCLA ACCOUNT

Council **NOTED** the item.

94. COUNCIL BUDGET 2016/17 – **Agenda Item 14**

Council **RESOLVED** to hold an Extra-Ordinary Council Meeting Tuesday 2nd February at 7.00 p.m. to approve the 2016/17 budget.

ADDITIONAL ITEM ADDED TO AGENDA

95. 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 – SO 3d & 24a (staffing)

Start of Confidential business

96. MOTION TO SUSPEND STANDING ORDERS

Proposed: Cllr Herbert Seconded: Cllr Mulroney

Council **RESOLVED** to suspend Standing Order 10b to discuss motion submitted

97. MOTION TO COUNCIL

An amendment was proposed to the original motion.

Proposed: Cllr Fraser Seconded: Cllr Mulroney

Council **RESOLVED** to authorise the Chairman and Vice Chairman, acting together, to act in place of the Town Clerk and Proper Officer with regard to staff absence management in the present circumstances in accordance with the Council's staff handbook (awaiting formal final approval) only.

Council **RESOLVED** to authorise the expenditure of up to £2,000 from General Reserves to take professional advice on HR matters.

End of Confidential business

The meeting closed at 8.25pm