



# Leigh-on-Sea Town Council

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Chairman: Cllr Carole Mulrone  
Vice Chairman: Cllr Helen Robertson  
Town Clerk: Paul Beckerson

## MINUTES OF A MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.00PM ON TUESDAY 17<sup>th</sup> MAY 2016 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Jill Adair, Mark Bromfield, Patrick Fox, Donald Fraser, Richard Herbert, Fr. Clive Hillman, Valerie Morgan, Carole Mulrone, Declan Mulrone, Ron Owen, Caroline Parker, Helen Robertson, Vivien Rosier and Jane Ward

Also in attendance: Helen Symmons (Acting Town Clerk), 3 candidates for position as Councillor for Highlands Ward and Paul Beckerson (Town Clerk).

### MINUTES

Prior to the meeting the outgoing Chairman Cllr Richard Herbert addressed the meeting as follows:

By tradition the outgoing Chairman gets to say a few words, to describe his feelings, his experience as Chairman and, I hope, is allowed to toot his own trumpet just a little bit.

My five years as a Councillor, two of them as your Chairman, have been some of the most challenging and at the same time rewarding times of my life. When I first arrived I was amazed at the complexity of what I had thought would be a simple task; made complex by the sheer number of small issues which keep arising in an organisation based so much on and for people.

In this short time I have seen great changes on the Council, the expansion of budgets and staff to encompass the Community Centre, the first major service provision by the Council, all the time having to keep the ongoing work of the Council going. A major restructure and overhaul of the way we work in our Committees, at the allotments and our office structure and management.

When I first became Chairman my Vice Chairman and I agreed on certain objectives. To try to build a cohesive Council and to prepare the Council for future challenges. I hope that we, at least in part succeeded. As a Council we have reduced the number of meetings from 84 per year to 54. We have improved agendas by having all motions and recommendations accompanied by full reports, recommendations and motions are precise, complete, giving a budget, a time scale and nominating a responsible person or Committee. We have separated the development of policy from decision making so that when final decisions are taken it is with full knowledge and understanding and consideration and whilst developing our ideas we can freely express our thoughts, however daft they may be when we look back on them! We are concerning ourselves far more with forward planning and public engagement. I have supported and promoted all these changes but I will admit almost all of them have been suggested by fellow Councillors first.

At the elections last year many of you started afresh and paid me the great compliment of electing me for a second term as Chairman and it was a great privilege and pleasure to watch everyone draw together during the year, each contributing in their own way. It seems to me that as time has gone on we have developed new initiatives and improved old ones, we have navigated all the obstacles thrown in our path, and there have been many. I have enjoyed coming to meetings and hearing all the ideas around the table and the way that we have come together in consensus on almost every occasion.

The Committee Chairmen have been brilliant, Jane with the LTC News, volunteers etc., Caroline has paid close attention to planning, a heavy work load in itself, and Carole has moved on with events,

allotments etc. as well as being Vice Chairman of Council. Everyone has joined in and contributed and we have socialised together as well, at curry nights and quizzes.

Our office staff have provided great support and hard work, sometimes under quite trying conditions. Our caretakers are the stars of the Community Centre and often get singled out for praise. All in all we have formed a good team.

The officers and staff and Councillors of Southend Borough Council have been hugely supportive of us throughout and I thank them for that. Also our Chaplin Rev Julia Monaghan, I shall send her a bouquet of flowers on behalf of us all.

We have had many guest clergymen and guest speakers throughout the two years. I have been really interested in hearing them speak of their work helping others and I feel it has helped me to consider how we are contributing with our resources in comparison to them with theirs.

I spoke of rewards, as ex. Chairman my reward, apart from the huge satisfaction of trying to help others, will be a special medal and at times I felt I really deserve one.

A big thank you to you all and to my Vice Chairman for her work and support throughout the year.

Thank you all.

### ***The meeting opened at 7.05 pm***

#### 1. ELECTION OF CHAIRMAN

There was one nomination for Chairman:

Cllr Carole Mulroney            Proposed: Cllr Parker    Seconded: Cllr Fraser

The Council **RESOLVED** that Cllr Carole Mulroney be elected as Chairman and the statutory Declaration of Acceptance of Office was signed.

The Chairman thanked Cllr Herbert for all his enthusiasm, thinking and hard work in moving the Council forward.

#### 2. ELECTION OF VICE CHAIRMAN

There was one nomination for Vice Chairman:

Cllr Helen Robertson            Proposed: Cllr Herbert    Seconded: Cllr Rosier

Council **RESOLVED** that Cllr Helen Robertson be elected as Vice Chairman.

#### 3. DECLARATION OF MEMBERS' INTERESTS

Cllr Herbert declared a non-pecuniary interest in Agenda item 5, knowing one of the candidates.

Cllr Owen declared a non-pecuniary interest in Agenda item 5, knowing one of the candidates.

Cllr Adair declared a non-pecuniary interest in Agenda item 5, knowing two of the candidates.

Cllr Carole Mulroney declared a non-pecuniary interest with regards to any mention of Strand Wharf as a Southend Borough Councillor and any reference to Leigh Port Partnership as Secretary.

Cllr Fraser declared a non-pecuniary interest in P&R Minute 125 as minuted at that meeting 3<sup>rd</sup> May 2016.

4. APOLOGIES FOR ABSENCE

None received.

5. CO-OPTION OF COUNCILLOR FOR HIGHLANDS WARD

The Chairman explained the procedure to candidates, advised presentations would be made in alphabetical order and proposed a signed ballot for voting. Seconded: Cllr Fr. Hillman

Council **RESOLVED** to vote by way of signed ballot.

***Cllrs Herbert and Owen left the meeting***

1<sup>st</sup> candidate presentation and questions

***Cllrs Herbert and Owen returned to the meeting***

***Cllr Adair left the meeting***

2<sup>nd</sup> candidate presentation and questions

3<sup>rd</sup> candidate presentation and questions

***Cllr Adair returned to the meeting***

6. NOMINATION AND VOTING ON CO-OPTION – **Agenda Item 6**

Nomination: Karen Bowden                      Proposed: Cllr Robertson                      Seconded: Cllr Bromfield

Nomination: Alan Hart                              Proposed: Cllr Rosier                              Seconded: Cllr D Mulroney

Nomination: Sheena Walker                      Proposed: Cllr Fraser                              Seconded: Cllr Parker

No majority vote was recorded for a candidate, but 2 candidates had the same number of lowest votes. A vote took place between the 2 lowest placed candidates to eliminate one. Thereafter a vote took place between the final 2 candidates remaining.

***Cllrs Adair, Herbert and Owen took no part in the voting process***

Karen Bowden received an absolute majority vote and was announced the co-opted Councillor for Highlands Ward and signed the statutory Declaration of Acceptance of Office.

The Chairman thanked all the candidates for their interest in the vacancy and formal thank you letters would be sent.

***One candidate left the meeting, the other remaining for a short while before leaving***

ANNUAL COMMITTEES
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7. REVIEW OF TERMS OF REFERENCE FOR COMMITTEES

**NOTED** by Council

8. MEMBERSHIP OF COMMITTEES FOR 2016/17 – **Agenda Item 8**

The following Committees were formed with the following memberships (Ex-officio members indicated \*):

<b>a) Planning, Highways &amp; Licensing Committee</b>	
Cllr Karen Bowden Cllr Patrick Fox Cllr Donald Fraser Cllr Richard Herbert Cllr Caroline Parker Cllr Helen Robertson* Cllr Jane Ward  1 Vacancy	Due to her position as a Southend Borough Councillor, potentially sitting on the Borough's Development Control Committee and Licensing Committee, Cllr Carole Mulroney relinquished her ex-officio seat on this Committee.
<b>b) Environment &amp; Leisure Committee</b>	<b>c) Community Facilities Committee</b>
Cllr Jill Adair Cllr Mark Bromfield Cllr Patrick Fox Cllr Fr. Clive Hillman Cllr Val Morgan Cllr Carole Mulroney* Cllr Caroline Parker Cllr Helen Robertson* Cllr Vivien Rosier	Cllr Jill Adair Cllr Richard Herbert Cllr Val Morgan Cllr Carole Mulroney* Cllr Declan Mulroney Cllr Ron Owen Cllr Caroline Parker Cllr Helen Robertson* Cllr Vivien Rosier

After each Committee selection, the meeting was adjourned for the election of Committee Chairmen and Vice Chairmen as follows:

**a) Planning, Highways & Licensing Committee**

- Chairman Cllr Robertson (Proposed Cllr Fraser, seconded Cllr Fox)
- Vice Chairman Cllr Fraser (Proposed Cllr Herbert, seconded Cllr Fox)

**b) Environment & Leisure Committee**

- Chairman Cllr Morgan (Proposed Cllr Rosier, seconded Cllr Fr. Hillman)
- Vice Chairman Cllr Rosier (Proposed Cllr Fox, seconded Cllr Fr. Hillman)

**c) Community Facilities Committee**

- Chairman Cllr Herbert (Proposed Cllr Morgan, seconded Cllr Rosier)
- Vice Chairman Cllr Carole Mulroney (Proposed Cllr Herbert, seconded Cllr Declan Mulroney)

<b>d) Policy and Resources Committee</b>
Cllr Mark Bromfield Cllr Donald Fraser Cllr Richard Herbert (Chairman of Community Facilities) Cllr Valerie Morgan (Chairman of Environment & Leisure) Cllr Carole Mulroney (Chairman) Cllr Ron Owen Cllr Helen Robertson (Vice Chairman and Chairman of Planning, Highways & Licensing) Cllr Caroline Parker Cllr Jane Ward

The meeting was adjourned to elect the Chairman and Vice Chairman as follows:

- Chairman Cllr Ward (Proposed Cllr Fraser, seconded Cllr Owen)
- Vice Chairman – Cllrs Bromfield and Herbert were proposed and seconded, with Cllr Herbert being elected following a vote.

The meeting reconvened.

9. MEMBERSHIP OF SUB-COMMITTEES FOR 2016/17 – **Agenda Item 9**

a) The membership of the Personnel Sub-Committee was elected as follows:

<b>Personnel Sub-Committee (PSC)</b>
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Cllrs: Karen Bowden, Richard Herbert, Fr. Clive Hillman, Carole Mulroney, Ron Owen, Caroline Parker, Helen Robertson and Jane Ward
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10. INVITATIONS TO APPOINT CO-OPTED MEMBERS TO DESIGNATED PDG, T&FG AND ADVISORY GROUPS – **Agenda Item 10**

a) The Council **RESOLVED** to invite the following people to be co-opted members of the Community Transport T&FG:

Jan Andrews, Margaret Cotgrove, Pat Greig, Pat Holden and Paul Lawrence

b) The Council **RESOLVED** to invite the following people to be co-opted members of the Farmers' Market Group:

Elaine Crystall and David Hammond

ANNUAL REVIEWS
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11. REVIEW AND ADOPTION OF STANDING ORDERS – **Agenda Item 11**

The Council **NOTED** the review being undertaken and **RESOLVED** that at this time, amended Standing Order 20 be adopted.

12. REVIEW AND ADOPTION OF FINANCIAL REGULATIONS – **Agenda Item 12**

The Council **RESOLVED** to adopt the Financial Regulations as presented in the Appendix to the Agenda with the amendments that had been made to 11.1c, 13.1 and 17.2.

13. REVIEW OF MEMBERS' INTERESTS

Councillors **NOTED** that they need to advise the Acting Town Clerk by return of any amendments to their interests.

14. REPRESENTATIVES TO OUTSIDE BODIES

The following were appointed for 2016/17

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| a) Public and Passenger Transport Group    | Cllr Parker (Reserve Cllr Fr. Hillman) |
| b) Thames Estuary Partnership              | Cllrs: Morgan and Carole Mulroney      |
| c) Leigh Port Partnership                  | Cllr Fr. Hillman                       |
| d) Southend Airport Consultative Committee | Cllr Morgan (Reserve Cllr Parker)      |

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|---|---|
| e) Leigh Crime Prevention Panel         | advised this is now disbanded               |
| f) EALC Larger Local Councils Forum/AGM | Cllrs Carole Mulrone, Rosier and Town Clerk |
| g) EALC Executive Committee             | Cllr Bromfield                              |
| h) Southend Finance Business Briefing   | Cllrs Bromfield and Owen                    |
| i) Southend Business Partnership        | Cllrs Carole Mulrone, Parker and Town Clerk |
| j) Southend Standards Committee         | Cllr Parker                                 |
| k) Southend Bio Diversity Committee     | Cllr Morgan                                 |
| l) SAVS                                 | Cllrs Adair and Robertson                   |

***Cllrs Bromfield and Declan Mulrone left the meeting***

**15. DATES AND TIMES OF MEETINGS – Agenda Item 15**

The Council **RESOLVED** the dates and times of meetings for 2016/17 as per Appendix 3

**16. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT – Agenda Item 16**

The Council **RESOLVED** to remove the bus shelters as an asset of Leigh Town Council following written confirmation from SBC that they are accepted as the responsibility of the Borough Council.

**17. CONFIRMATION OF INSURANCE ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS – Agenda Item 17**

The Council **RESOLVED** the insurance arrangements for 2016/17 with an amendment to the cover to be made in respect of the removal of the bus shelters.

**18. REVIEW OF COUNCIL'S COMPLAINTS PROCEDURE – Agenda Item 18**

The Council **RESOLVED** the Complaints Procedure

**19. REVIEW OF COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998 – Agenda Item 19**

Cllr Parker proposed that Bus Shelters be removed from Appendix 6 under Class 7 – The Services we offer. Seconded by Cllr Robertson and **RESOLVED** by the Council.

The Council **RESOLVED** the procedures with the amendment.

**20. REVIEW OF COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA – Agenda Item 20**

The Chairman urged members to note the document.

The Council **RESOLVED** the policy

**21. TO AUTHORISE PAYMENT OF ANNUAL SUBSCRIPTIONS, CONTRACTS AND LICENCES IN ACCORDANCE WITH INTERNAL FINANCIAL REGULATIONS EITHER BY VARIABLE DIRECT DEBIT, BANK TRANSFER OR CHEQUE – Agenda Item 21**

The Chairman requested the Acting Town Clerk review the usage of the Parish on Line subscription.

The Council **RESOLVED** payment of all items on Appendix 8 and use of direct debit and bank transfer methods.

22. TO NOMINATE COUNCILLORS TO SIGN CHEQUES AND SALARY PAYMENTS ON BEHALF OF THE COUNCIL – **Agenda Item 22**

The Council **RESOLVED** that the current signatories remain.

REGULAR COUNCIL BUSINESS
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23. ACTING TOWN CLERK'S REPORT

The Council **NOTED** the report and the Chairman of P&R Committee confirmed she would liaise with the Acting Town Clerk to formulate Council and Councillor training.

24. APPROVAL OF THE MINUTES OF THE MEETING 15<sup>TH</sup> MARCH 2016

The minutes of the meeting 15<sup>th</sup> March 2016 were agreed and signed by the Chairman.

25. TO RECEIVE THE MINUTES OF THE ANNUAL TOWN ELECTOR'S MEETING 29<sup>TH</sup> APRIL 2016

The Council **NOTED** the minutes.

26. QUESTIONS FROM PUBLIC

There were none.

27. QUESTIONS FROM COUNCILLORS

There were none.

COMMITTEES
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28. COMMITTEES – **Agenda Item 28**

a) **P,L&HC** - Cllr Parker congratulated the new Chairman and the Council **NOTED** the minutes of the meetings held 22<sup>nd</sup> March, 12<sup>th</sup> and 26<sup>th</sup> April, 10<sup>th</sup> May 2016.

b) **CFC** - the Council **NOTED** the minutes of the meeting 5<sup>th</sup> April 2016.

It was confirmed that there would be a report at the next CFC regarding the meeting held at SBC with regard to the skate park.

- Minute 85 – The original recommendation was voted against. The Council **RESOLVED** that the item be represented to CFC 7<sup>th</sup> June 2016.
- Minute 86 – The Council **RESOLVED** the Licence
- Minute 90 – The Council **RESOLVED** that the cost of civic events be sponsored by P&RC
- Minute 97 – The Council **RESOLVED** to agree the Class Expenditure headings relating to CF

c) **E&L** - the Council **NOTED** the minutes of the meeting 19<sup>th</sup> April 2016

d) **P&R** - the Council **NOTED** the minutes of the meeting 3<sup>rd</sup> May 2016

- Minute 110 – The original recommendation was voted against with regard to the nomination and voting method. The Council **RESOLVED** that an amended policy be represented to P&R 5<sup>th</sup> July 2016.

- Minute 118 – The Council **NOTED** the income and **RESOLVED** the expenditure.
- Minute 121 – The Council **RESOLVED** the Class Expenditure headings relating to P&R

FINANCIAL
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29. APPOINTMENT OF EXTERNAL AUDITORS

The Acting Town Clerk advised the Council that the Agenda item should read 'APPOINTMENT OF INTERNAL AUDITORS'.

The Council **RESOLVED** that Auditing Solutions be re-appointed as internal auditors for the year 2016/17 with the scope of work as set out in Report 2531.

***Before the next item, Cllr Parker wished her thanks to be minuted for staff member Abbie Cotterell for all her work on planning.***

CONFIDENTIAL
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***The Chairman had been advised by the Acting Town Clerk prior to the meeting that it would be in the interests of Council for a verbal report to be presented for NOTING.***

30. MOTION TO EXCLUDE PUBLIC – THE PUBLIC BODIES (Admission to Meetings) ACT 1960

The 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 3 (d) – potential dispute)

***Start of Confidential Business***

31. STRAND WHARF

The Acting Town Clerk advised the Council on the instructions given by Southend Borough Council and the steps that were having to be taken.

***The Chairman passed the meeting to the Vice Chairman and left the room***

Cllr Herbert further explained Landlord's and Planning Approval.

The Council **NOTED** the item and requested communication be sent expressing disappointment at the decision made by SBC and asking for further information.

***End of Confidential Business***

***The Chairman returned to the room and the Vice Chairman returned the meeting to her.***

***The meeting closed at 9.30 pm***