



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)



Chairman: Cllr Jane Ward  
Vice Chairman: Cllr Valerie Morgan  
Town Clerk: Helen Symmons

## MINUTES OF A MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.00PM ON TUESDAY 19<sup>TH</sup> SEPTEMBER 2017 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Jane Ward (Chairman), Anita Forde, Patrick Fox, Jill Healey, Carole Mulroney, Declan Mulroney and Vivien Rosier

Also in attendance: Helen Symmons (Town Clerk)

### MINUTES

#### ***The meeting opened at 7.32 pm***

#### 55. CHAIRMAN'S OPENING REMARKS

The Chairman thanked Vice Chairman Cllr Morgan for all her hard work during the summer, she also thanked staff as she had received excellent feedback on the Community Centre holiday programme, the Summer Season on Strand Wharf events and the Community Transport trips. Members were advised that the Chairman along with the Town Clerk had met with the new Chief Executive at Southend Borough Council (SBC).

Upon broaching the subject of the pre-consultation stage with regard to the SBC catchment school issue, Cllrs C Mulroney and D Mulroney declared a non-pecuniary interest, residing within an area affected by the proposed change. The Chairman gave her impression of the issue and was interested in other Councillors views. Further information was provided with regard to the proposed models. The Chairman stated she would be happy to respond to the consultation on behalf of any Councillors who wished to express their personal views to her direct. As this important issue is affecting a significant number of our residents' disappointment was noted that SBC had failed to engage with the Town Council. The Chairman will contact the Leader of SBC with a request that at the official consultation stage, a representative visits to explain the implications fully to our Councillors.

#### 56. APOLOGIES FOR ABSENCE

Cllrs Karen Bowden, Mark Bromfield, Richard Herbert, Fr. Clive Hillman, Valerie Morgan, Ron Owen and Caroline Parker.

#### 57. DECLARATION OF MEMBERS' INTERESTS

No further interests were declared.

#### 58. APPROVAL OF THE MINUTES OF THE MEETING OF 18<sup>TH</sup> JULY 2017

The minutes of the meeting 18<sup>th</sup> July 2017 were agreed and signed by the Chairman as a true and accurate record.

#### 59. PUBLIC REPRESENTATIONS

There were none.

60. SOUTHEND BOROUGH COUNCIL

No reports had been received direct from Borough Councillors. The Town Clerk informed Councillors of a couple of SBC Cabinet Agenda items that related to Leigh.

61. QUESTIONS FROM COUNCILLORS (for which written notice has been received)

There were none

COMMITTEES
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62. COMMITTEES

To receive Minutes of Committees and Report 2658/Payments List

- a) Planning, Highways & Licensing Committee – Cllr Healey presented the minutes of 25<sup>th</sup> July, 8<sup>th</sup> August, 22<sup>nd</sup> August and 12<sup>th</sup> September 2017

There were no recommendations to Council from the minutes.

- b) Community Facilities Committee – Cllr C Mulroney presented the minutes of 1<sup>st</sup> August 2017

There were no recommendations to Council from the minutes.

- c) Environment & Leisure Committee – Cllr Rosier presented the minutes of 15<sup>th</sup> August 2017.

There were no recommendations to Council.

- d) Policy & Resources Committee – In the absence of the any member of the Committee who had attended this meeting, the Town Clerk presented the minutes of 5<sup>th</sup> September 2017 excluding minute 28, 29 and 38.

There were no comments or questions.

**RECOMMENDATIONS TO COUNCIL:**

- Minute 28 – Training & Development Policy – See Minute 63
- Minute 29 – Safeguarding Policy – See Minute 64
- Minute 38 – Approve Expenditure (Report 2658/Payments list)

Council **RESOLVED** the expenditure as per the payments list which was signed by the Chairman.

DECISION ITEMS
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63. TRAINING & DEVELOPMENT POLICY – **Agenda item 9**

Following a proposal (Cllr Ward, seconded Cllr Rosier) the Council **RESOLVED** to add an additional bullet point under Members:

- An induction session with the Town Clerk

Following a proposal (Cllr C Mulroney, seconded Cllr Ward) the Council **RESOLVED** to add the following wording for the final bullet point under Members:

‘In particular members of the Planning, Highways & Licensing Committee will be required to attend Southend Borough Council (SBC) training on planning and licensing.’

Following a proposal (Cllr Ward, seconded Cllr Forde) the Council **RESOLVED** to delete the words ‘on an ad-hoc basis’ under the final bullet point from Members and replace it with the words ‘as required’.

The Council **RESOLVED** to adopt the policy with the next review date of September 2020

64. SAFEGUARDING POLICY – **Agenda item 10**

Thanks were given to Cllr Bromfield for his assistance to the Town Clerk in drafting the policy.

The Council **RESOLVED** to adopt the policy with the next review date of September 2020.

65. COUNCIL STRATEGIC PLAN – **Agenda item 11**

The Chairman presented the background in making the recommendation. There is a framework in mind for the plan along with a number of internal workshops.

The Council **RESOLVED** to hold a series of workshops with a view to creating a four year Strategic Plan for Leigh Town Council.

66. ACTION PLANS – **Agenda item 12**

All Committees have now revised their Action Plans and Council **APPROVED** them.

CONSULTATIONS
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67. CCTV CONSULTATION – **Agenda item 13**

Council **RESPONDED** to the consultation which the Town Clerk will submit.

68. SHORELINE CONSULTATION

The Chairman gave a precis of the exhibition relating to the issue.

Council **RESPONDED** to the consultation which the Town Clerk will submit.

FOR NOTING
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69. TOWN CLERK'S REPORT

The Council **NOTED** the report and congratulations were given to David Skeels on being voted Student of the Year during his apprenticeship. Cllr Rosier also wished thanks to be passed to David for his assistance hanging the current art exhibition.

Cllr C Mulroney wished it recorded that she attended the SBC training as a Borough Councillor.

Cllr Rosier wished to attend Chairman's Day 3 training and Cllr Healey wished to attend Chairman's Day training. The Town Clerk will organise.

The Town Clerk was delighted to inform Council that it was the recipient of the EALC Innovative Work Award 2017 for its Arts programme and Childrens' Holiday programme at the Community Centre. Cllr Healey and the Town Clerk had been presented with the award earlier in the day when attending the EALC AGM and Annual Conference.

70. SPECIAL POLICING – **Agenda item 16**

The Town Clerk was able to provide Councillors with further information regarding Community Special Constables. At present three 'pathfinder' areas have been chosen in Essex to trial the scheme before expanding to other areas. There had been a few changes to the initial outline given at the Police Conference but Council felt that the scheme would be workable in the Town Council boundaries.

Following a proposal (Cllr C Mulroney, seconded Cllr Healey) Council **RESOLVED** that a provision of £5,000 be made in the 2018/19 budget for the funding of 3 Community Special Constables as outlined in the email 15<sup>th</sup> September 2017 from Superintendent Simon Anslow.

***The meeting closed at 9.05 pm***