



# Leigh-on-Sea Town Council

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Chairman: Cllr Valerie Morgan  
Vice Chairman: Cllr Jill Healey  
Town Clerk: Helen Symmons

MINUTES OF A MEETING OF LEIGH-ON-SEA TOWN COUNCIL  
TUESDAY 15<sup>th</sup> MAY 2018  
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Mark Bromfield, John Duprey, Anita Forde, Patrick Fox, Jill Healey (from Minute 11), Fr. Clive Hillman, Valerie Morgan, Carole Mulrone, Declan Mulrone, Caroline Parker and Vivien Rosier.

Also in attendance: Helen Symmons (Town Clerk) and photographer Leigh Times (until minute 2).

***The meeting opened 7.00 p.m.***

1. ELECTION OF CHAIRMAN

Cllr Morgan as Vice Chairman of the Council opened the meeting and requested nominations for Chairman of which there was one:

Cllr Valerie Morgan Proposed: Cllr C Mulrone Seconded: Cllr Bromfield

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

2. ELECTION OF VICE CHAIRMAN

There was one nomination for Vice Chairman:

Cllr Jill Healey Proposed: Cllr Morgan Seconded: Cllr Rosier

The Council **RESOLVED** that Cllr Jill Healey be elected as Vice Chairman.

3. APOLOGIES FOR ABSENCE

Cllrs: Jill Adair, Richard Herbert and Ron Owen

4. DECLARATION OF MEMBERS' INTERESTS

Cllr C Mulrone declared a non-pecuniary interest in Agenda item 15 being on the Board of the Leigh Port Partnership.

5. APPROVAL OF THE MINUTES OF THE MEETING 20<sup>TH</sup> MARCH 2018

The minutes of the meeting 20th March 2018 were agreed and signed by the Chairman.

6. TO RECEIVE THE MINUTES OF THE ANNUAL TOWN ELECTOR'S MEETING 20<sup>TH</sup> APRIL 2018

The minutes were received and noted and Council wished to thank the Town Clerk for a successful meeting.

7. PUBLIC REPRESENTATIONS

There were none.

8. SOUTHEND BOROUGH COUNCIL

Southend Borough Cllr Carole Mulrone informed the Council that there had been no Borough Meetings as yet following the election results.

9. QUESTIONS FROM COUNCILLORS

There were none.

10. TOWN CLERK'S REPORT

The Town Clerk advised Councillors of the proposed date of Council to co-opt new Councillors in respect of the two vacancies. Council are asked for their congratulations to be passed to the staff member for passing ILCA.

<b>COMMITTEES</b>
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11. COMMITTEES – **Agenda Item 11**

- a) **Community Facilities Committee** – Cllr Mulrone presented the minutes of the meeting 3<sup>rd</sup> April 2017 excluding minute 104.

The Town Clerk confirmed that a County Court Judgement had been lodged but that efforts to trace the debtor at the present time had not been successful. Council **RESOLVED** that the debt of £164 be written off whilst maintaining the option to pursue in the future.

- b) **Environment & Leisure Committee** – Cllr Morgan presented the minutes of the meeting 17<sup>th</sup> April 2018 excluding minute 90.

Council **RESOLVED** that a budget of £5,860 be set for all required tree works following the tree survey and that this be taken from the Allotments Infrastructure Earmarked Reserve Budget.

- c) **Planning, Highways & Licensing Committee** – Cllr Healey presented the minutes of the meetings held 27<sup>th</sup> March, 10<sup>th</sup> April, 24<sup>th</sup> April and 8<sup>th</sup> May 2018.

There were no recommendations to Council from the minutes.

- d) **Policy & Resources Committee** – Cllr D Mulrone presented the minutes of the meeting 1<sup>st</sup> May 2018 excluding minutes 113,114,115,116,117,119 and 127

- Minute 113 – Council **RESOLVED** the reviewed Financial Regulations
- Minute 114 – Council **RESOLVED** the reviewed Standing Orders
- Minute 115 – Council **RESOLVED** the reviewed Terms of Reference
- Minute 116 – Council **RESOLVED** the Investment Strategy
- Minute 117 – Council **RESOLVED** the GDPR Policies, Notices and Consent Form
- Minute 119 – Council **RESOLVED** that the additional expense of £3064 in respect of the national pay award be funded from the Salaries Earmarked Reserve
- Minute 127 – Council **NOTED** the account transfers and **RESOLVED** the expenditure with the Chairman signing the payments list.

<b>ANNUAL COMMITTEES</b>
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12. MEMBERSHIP OF COMMITTEES FOR 2018/19 AND ELECTION OF CHAIRMAN AND VICE CHAIRMAN FOR EACH COMMITTEE – **Agenda Item 12**

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

<b>a) Planning, Highways &amp; Licensing Committee</b>	<b>b) Environment &amp; Leisure Committee</b>
Cllr John Duprey Cllr Patrick Fox Cllr Jill Healey* Cllr Fr. Clive Hillman Cllr Valerie Morgan* Cllr Caroline Parker  3 vacancies remain	Cllr Jill Adair Cllr Anita Forde Cllr Jill Healey* Cllr Fr. Clive Hillman Cllr Valerie Morgan* Cllr Carole Mulroney Cllr Declan Mulroney Cllr Vivien Rosier  1 vacancy remains
<b>c) Community Facilities Committee</b>	<b>d) Staffing Committee</b>
Cllr Jill Healey* Cllr Val Morgan* Cllr Anita Forde Cllr Carole Mulroney Cllr Declan Mulroney Cllr Ron Owen Cllr Vivien Rosier  2 vacancies remain	Cllr John Duprey Cllr Patrick Fox Cllr Jill Healey* Cllr Val Morgan* Cllr Carole Mulroney Cllr Declan Mulroney Cllr Ron Owen  (Cllrs Fox, Morgan, C Mulroney & Owen remain as a staffing panel in a confidential matter that the previous PSC have yet to settle)
<b>e) Policy &amp; Resources Committee</b>	<b>f) Leisure Development Sub-Committee</b>
Cllr Mark Bromfield Cllr John Duprey Cllr Patrick Fox (Ch. Staffing Committee) Cllr Jill Healey* Cllr Valerie Morgan* Cllr Carole Mulroney (Ch. CFC) Cllr Declan Mulroney Cllr Ron Owen Cllr Vivien Rosier	Cllr Anita Forde Cllr Jill Healey* Cllr Valerie Morgan* Cllr Ron Owen  1 vacancy remains
<b>g) Community Centre Sub-Committee</b>	
Cllr Jill Healey* Cllr Valerie Morgan* Cllr Carole Mulroney Cllr Declan Mulroney Cllr Ron Owen Cllr Vivien Rosier  1 vacancy remains	

After each Committee selection, the Committee members elected a Chairman and Vice Chairman as follows:

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

- Chairman Cllr Jill Healey (Proposed Cllr Fr. Hillman, seconded Cllr Parker)
- Vice Chairman Cllr Caroline Parker (Proposed Cllr Fox, seconded Cllr Duprey)

**b) Environment & Leisure Committee**

- Chairman Cllr Valerie Morgan (Proposed Cllr C Mulroney, seconded Cllr Fr. Hillman)
- Vice Chairman Cllr Anita Forde (Proposed Cllr Rosier, seconded Cllr Fr. Hillman)

**c) Community Facilities Committee**

- Chairman Cllr Carole Mulroney (Proposed Cllr Morgan, seconded Cllr D Mulroney)
- Vice Chairman Cllr Ron Owen (Proposed Cllr C Mulroney, seconded Cllr Morgan)

**d) Staffing Committee**

- Chairman Cllr Patrick Fox (Proposed Cllr Duprey, seconded Cllr C Mulroney)
- Vice Chairman Cllr John Duprey (Proposed Cllr C Mulroney, seconded Cllr D Mulroney)

**e) Policy & Resources**

- Chairman Cllr Declan Mulroney (Proposed Cllr Bromfield, seconded Cllr Duprey)
- Vice Chairman Cllr Mark Bromfield (Proposed Cllr Morgan, seconded Cllr C Mulroney)

**f) Leisure Development Sub-Committee**

It was **RESOLVED** to appoint the Chairman at the first meeting of the Sub-Committee

**g) Community Centre Sub-Committee**

It was **RESOLVED** to appoint the Chairman at the first meeting of the Sub-Committee

**13. DATES AND TIMES OF MEETINGS – Agenda Item 13**

The Council **RESOLVED** the dates and times of meetings for 2018/19 with the Annual Town Meeting to remain a Friday.

**14. INVITATIONS TO APPOINT CO-OPTED MEMBERS TO DESIGNATED PROJECT DEVELOPMENT GROUPS AND SUB-COMMITTEES – Agenda Item 14**

a) Council **RESOLVED** that the Community Transport group would have no co-opted members.

b) Council **RESOLVED** to invite the following people to be co-opted members of the Arts Group:

Artist in Residence

c) Council **RESOLVED** to invite the following people to be co-opted members of the Leisure Development Sub-Committee:

Dave Watson, Steve Hodder and Peter Horrocks

- d) Council **RESOLVED** to invite the following people to be co-opted members of the Youth Council Investigatory Group:

Samuel Neagus, Sarah Choudhry and young people as and when to the appropriate meetings.

15. REPRESENTATIVES TO OUTSIDE BODIES – **Agenda item 9**

Council **RESOLVED** to appoint the following representatives to outside bodies for 2018/19:

<b>OUTSIDE BODY</b>	<b>REPRESENTATIVE</b>	<b>RESERVE (if applicable)</b>
Public & Passenger Transport Group	Cllr Healey	Cllr Forde
Thames Estuary Partnership	Cllrs Morgan & C Mulroney	
Leigh Port Partnership	Cllr Fr. Hillman	Cllr Morgan
Southend Airport Consultative Committee	Cllr Morgan	Cllr Parker
EALC Larger Local Councils Forum	Town Clerk	Cllr Mulroney
EALC Executive Committee	Town Clerk	
Southend Business Partnership	Town Clerk & Cllr C Mulroney	
Southend Standards Committee	Cllr Parker	
Southend Bio Diversity Committee	Cllr Fr. Hillman	
SAVS	Cllr Forde	Cllr Healey
Fisheries Local Action Group	Cllr C Mulroney	Cllr Forde
Leigh Coastal Communities Team	Cllr C Mulroney	
Police & Fire Conference	Chairman plus another Cllr	
Veolia Customer Liaison	Cllr Morgan plus other Cllrs if available	

**OTHER ANNUAL BUSINESS**

16. REVIEW OF COUNCIL'S COMPLAINTS PROCEDURE – **Agenda Item 16**

Council **RESOLVED** to adopt the Complaints Procedure as laid out in the Staff Handbook which is available on the website.

17. REVIEW OF MEMBERS' INTERESTS – **Agenda Item 17**

Councillors **RESOLVED** that their individual interests are up to date.

18. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT – **Agenda Item 18**

The Council **RESOLVED** the reviewed inventory.

19. CONFIRMATION OF INSURANCE ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS – **Agenda Item 19**

The Council **RESOLVED** the insurance arrangements for 2018/19.

20. REVIEW OF COUNCIL'S PUBLICATION SCHEME IN RESPECT OF OBLIGATIONS UNDER FREEDOM OF INFORMATION & DATA PROTECTION LEGISLATION – **Agenda Item 20**

The Council **RESOLVED** the revised Publication Scheme.

21. REVIEW OF COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA – **Agenda Item 21**

The Council **RESOLVED** the reviewed policy

22. 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 22**

The Council **RESOLVED** payment of all items on Appendix 13 for 2018/19 and use of direct debit and bank transfer methods.

23. TO NOMINATE COUNCILLORS TO SIGN CHEQUES AND SALARY PAYMENTS ON BEHALF OF THE COUNCIL – **Agenda Item 23**

The Council **RESOLVED** that the current signatories remain and that Cllr Anita Forde be an additional signatory.

<b>ANNUAL GOVERNANCE &amp; ACCOUNTABILITY RETURN</b>
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24. ANNUAL GOVERNANCE STATEMENT 2018/19 – **Agenda item 24**

Council **RESOLVED** that having considered the finding of the review 20<sup>th</sup> March 2018 where the 8 statements were read out individually and resolved after each statement (minute 127) Section 1 of the Annual Governance & Accountability Return was **APPROVED** and the Chairman and Town Clerk signed the document immediately following the resolution.

25. ANNUAL ACCOUNTS – **Agenda item 25**

Council **RESOLVED** the Income and Expenditure Account, Balance Sheet and supporting notes to accounts.

26. ACCOUNTING STATEMENTS 2018/19 – **Agenda item 26**

Council **RESOLVED** Section 2 Accounting Statements of the Annual Governance & Accountability Return together with an explanation of variation of 15% and above and a statement of Income and Expenditure relating to Box 7 and 8 of the return. The Town Clerk as RFO had certified the statements and the Chairman signed the document immediately following the resolution.

<b>FINANCIAL</b>
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27. INTERNAL AUDIT FINAL REPORT 2017/18

The Council **NOTED** the report and thanked staff for the quality of work.

28. APPOINTMENT OF INTERNAL AUDITORS – **Agenda Item 28**

The Council **RESOLVED** that Auditing Solutions be re-appointed as internal auditors (correction from external) for the year 2018/19 with the scope of work as set out in Appendix 18.

29. TRANSFER TO CCLA

The Council **NOTED** the transfer of £100,000 to the CCLA account.

***The meeting closed at 8.12 pm***