



# Leigh-on-Sea Town Council



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Chairman: Cllr Valerie Morgan

Vice Chairman: Cllr Jill Healey

Town Clerk: Helen Symmons

**MINUTES OF THE MEETING OF THE LCC SUB-COMMITTEE**  
HELD AT 7.00 PM ON WEDNESDAY 13<sup>TH</sup> JUNE 2018  
AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Valerie Morgan, Carole Mulrone, Ron Owen and Vivien Rosier

Also in attendance: Cllrs Anita Forde, Keith Evans, Helen Symmons (Town Clerk) Hannah Mumford  
(Bookings/ Administration Assistant)

***The meeting opened at 7.01pm***

1. ELECTION OF SUB-COMMITTEE CHAIRMAN

Following a formal proposal (Cllr Valerie Morgan, seconded Cllr Ron Owen), the Sub-Committee **RESOLVED** to elect Cllr Carole Mulrone as Chairman of the LCC Sub-Committee.

2. ELECTION OF SUB-COMMITTEE VICE CHAIRMAN

Following a formal proposal (Cllr Valerie Morgan, seconded Cllr Carole Mulrone), the Sub-Committee **RESOLVED** to elect Cllr Ron Owen as Vice-Chairman of the LCC Sub-Committee.

3. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the meeting and made the appropriate housekeeping announcement.

4. APOLOGIES FOR ABSENCE

Cllrs Jill Healey, Declan Mulrone

5. DECLARATION OF MEMBERS' INTERESTS

***Cllr C Mulrone declared a non-pecuniary interest as a Cllr for Southend Borough Council who are the landlords of Leigh Community Centre.***

6. TO APPROVE THE MINUTES OF THE MEETING 10<sup>TH</sup> JANUARY 2018

The minutes were agreed and signed by the Chairman.

7. CONSIDERATION OF REPORT 2693/HS

Report 2693/HS was **NOTED**.

The Sub-Committee discussed the report in detail with the Town Clerk answering Councillor's questions. The Sub-Committee had 3 options presented to them by the Chairman which were, Option 1, to do nothing, Option 2, recommend Revised Idea 1 or Option 3, recommend Revised

Idea 2. (See Appendix 1 of LCC Sub-committee Agenda 13<sup>th</sup> June, 2018) The Sub-Committee **RESOLVED to RECOMMEND** to CFC Revised Idea 2, which is as follows

- Move the ground floor gents' toilets to the front of the building.
- Demolish existing ground floor gents' toilets are completely and a new extension built, square off the back of the building, enclosing the whole of the rear ground floor space (one storey with flat roof).
- Move Town Clerk's Office to room 9;
- Create access to the Town Clerk's new office via the staircase between rooms 8 and 9 leading in to the back of the existing office;
- Create a small staff room/internal private meeting room to the rear of room 9 with the existing access;
- Provide the existing kitchen area with a door to the rear of the kitchen opening into the back corridor;
- Demolish the existing reception and incorporate the reception window within the existing office;
- Create additional storage area to rear of café.

at a budget of £130,000 financed as detailed in the report.

***The meeting closed at 7.32pm***