



# 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 Richard Herbert  
Vice Chairman: Cllr Carole Mulroney  
Town Clerk: Paul Beckerson

## MINUTES OF THE ANNUAL MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.30PM ON WEDNESDAY 13<sup>th</sup> MAY 2015 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Jill Adair, Mark Bromfield, Patrick Fox, Donald Fraser, Alistair Hanman, Madelaine Hanman-Murphy, Richard Herbert, Valerie Morgan, Carole Mulroney, Dec Mulroney, Ron Owen, Caroline Parker, Helen Robertson, Vivien Rosier and Jane Ward.

Also in attendance: Paul Beckerson (Town Clerk) and two members of the public.

Prior to the meeting prayers were led by Bryan Tolhurst (New Road Methodists)

### ***The meeting opened at 7.30pm***

#### 1. OUTGOING CHAIRMAN'S ADDRESS – Cllr Richard Herbert

Good evening,

I would like to start by paying tribute to and thanking all those councillors who have worked so hard and contributed so much for the benefit of the people of Leigh and this Council but have now decided to stand down. Also a big thank you to those who have worked alongside us from Elsie's Place, who have given so much atmosphere to this building through Leigh Lions, helping with events, the local police, the officers and members of the Borough Council and so many other groups and individuals too numerous to list.

A big welcome to all the new faces at this table and thank you for being prepared to accept public office for the benefit of the Town and its residents.

I have enjoyed my year as chairman, met many wonderful people and I hope I have been able assist the Council with all its achievements of the past year none of which would have been possible without the dedication and hard work of our staff and the public service of our councillors.

The Chairman's fund for this year is The Thursday Club and a children's charity.

I look forward to this coming year, and indeed the next four years. We have firm foundations to build on and working together as a team, with a clear vision of what we hope to achieve, we will probably surprise ourselves.

My personal vision of the Town Council, a community body, we bring people together. The services which we provide, the community centre, events, allotments, flower baskets and many others, whilst none of them earth shattering importance in themselves, make Leigh that bit nicer, a special place to live. Sometimes of course we have to fight our corner to preserve those things which are important to us, and we have done.

I am sure all this will continue but with a lot of new ideas and directions as well.

So welcome to the first meeting of this new administration.

The Chairman then requested nominations for Chairman.

#### 2. ELECTION OF CHAIRMAN

There was one nomination for Chairman:

Cllr Richard Herbert, proposed Cllr Donald Fraser, seconded Cllr Carole Mulroney.

Cllr Richard Herbert was elected Chairman; the Chairman signed the statutory declaration of office.

The Chairman thanked members for his election and looked forward to working with colleagues over the next year..

3. ELECTION OF VICE CHAIRMAN

There was one nomination for Vice Chairman:

Cllr Carole Mulroney, proposed Cllr Richard Herbert, seconded Cllr Valerie Morgan.

Cllr Carole Mulroney was elected Vice Chairman

4. DECLARATION OF MEMBERS' INTERESTS

There were none.

5. APOLOGIES FOR ABSENCE

Cllr Fr. Clive Hillman

6. CO-OPTION OF COUNCILLOR FOR HIGHLANDS WARD

There had been one application from Vivien Rosier.

The Council **RESOLVED** that Vivien Rosier be co-opted on to the Council. Cllr Rosier signed the declaration of office.

7. REVIEW OF TERMS OF REFERENCE FOR COMMITTEES

The following Amendments were proposed by the Chairman:

TR11 add additional wording at end "PDG are held under SO 5".

TR4 that the membership of Committee be increased to 8

TR7 that the membership be reduced to 2 others

That the review of TR8, TR9 and TR10 be deferred to the first meeting of Environment and Leisure.

With these amendments Council **RESOLVED** to adopt the Terms of Reference.

8. MEMBERSHIP OF COMMITTEES FOR 2015/16

The following Committees were formed with the following memberships:

Ex-officio members indicated\*

<b>Planning, Highways &amp; Licensing Committee</b>	
Cllr Patrick Fox Cllr Donald Fraser Cllr Richard Herbert* Cllr Carole Mulroney* Cllr Dec Mulroney Cllr Ron Owen Cllr Caroline Parker Cllr Helen Robertson	

<b>Community Facilities Committee</b>	<b>Environment &amp; Leisure Committee</b>
Cllr Jill Adair Cllr Alistair Hanman Cllr Madelaine Hanman-Murphy Cllr Richard Herbert* Cllr Val Morgan Cllr Carole Mulroney* Cllr Caroline Parker Cllr Helen Robertson Cllr Vivien Rosier	Cllr Jill Adair Cllr Mark Bromfield Cllr Patrick Fox Cllr Madelaine Hanman-Murphy Cllr Richard Herbert* Cllr Fr. Clive Hillman Cllr Val Morgan Cllr Carole Mulroney* Cllr Vivien Rosier Cllr Jane Ward

9. SUSPENSION OF STANDING ORDERS TO ALLOW ELECTION OF COMMITTEE VICE CHAIRMEN

It was proposed to suspend SO 1(b) – Proposed Cllr Patrick Fox; Seconded Cllr Mark Bromfield

Council **RESOLVED** to suspend SO 1(b) to allow the election of Committee Vice Chairmen

10. ADJOURNMENT OF MEETING FOR ELECTION OF COMMITTEE CHAIRMEN AND VICE CHAIRMEN

*The meeting adjourned to elect Chairmen and Vice Chairmen as follows -*

- **Planning, Highway and Licensing –**

- Chairman Cllr Caroline Parker (Proposed Cllr Richard Herbert; seconded Cllr Donald Fraser)
- Vice Chairman Cllr Dec Mulroney (Proposed Cllr Richard Herbert; seconded Cllr Caroline Parker)

- **Environment and Leisure –**

- Chairman Cllr Carole Mulroney (Proposed Cllr Richard Herbert; seconded Cllr Jane Ward)
- Vice Chairman Cllr Madelaine Hanman-Murphy (Proposed Cllr Carole Mulroney; seconded Cllr Jane Ward)

- **Community Facilities –**

- Chairman Cllr Richard Herbert (Proposed Cllr Richard Herbert; seconded Cllr Carole Mulroney)
- Vice Chairman Cllr Alistair Hanman (Proposed Cllr Richard Herbert; seconded Cllr Helen Robertson)

*The meeting reconvened.*

11. MEMBERSHIP OF POLICY AND RESOURCES COMMITTEE (P&RC) 2015/16

The membership of the P&RC was elected as follows:

<b>Policy and Resources Committee</b>
Cllr Mark Bromfield Cllr Donald Fraser Cllr Alistair Hanman Cllr Richard Herbert (Chairman and Chairman of Community Facilities) Cllr Carole Mulroney (Vice Chairman & Chairman, Environment & Leisure Committee) Cllr Dec Mulroney Cllr Ron Owen

Cllr Caroline Parker (Chairman, Planning, Highways & Licensing Committee) Cllr Jane Ward
---

***The meeting adjourned to elect the Chairman and Vice Chairman of Policy and Resources Committee***

- Cllr Jane Ward was elected as Chairman (Proposed Cllr Donald Fraser; seconded Cllr Carole Mulrone) )
- Cllr Donald Fraser was elected Vice Chairman (Proposed Cllr Donald Fraser; seconded Cllr Dec Mulrone) )

***The meeting reconvened***

12. MEMBERSHIP OF SUB-COMMITTEES FOR 2015/16

Council **RESOLVED** to defer consideration of the Allotments, Events and Community Transport Sub-committees to the Environment and Leisure Committee on 11<sup>th</sup> June 2015.

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

<b>Personnel Sub-Committee (PSC) - 6</b>
--

Cllrs: Donald Fraser, Richard Herbert, Fr. Clive Hillman, Carole Mulrone, Ron Owen and Jane Ward
--

13. APPOINTMENT OF CO-OPTED MEMBERS TO COMMITTEES AND SUB-COMMITTEES

Council **RESOLVED** to defer consideration of Co-options to the Environment and Leisure Committee

14. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS

Council **RESOLVED** to adopt Standing Orders and Financial Regulations; some minor editorial changes subsequent to the Council Restructure will be presented to the next Policy and Resources meeting.

15. RESOLUTION OF TOWN COUNCIL TO EXERCISE THE GENERAL POWER OF COMPETENCE

Leigh-on-Sea Town Council **RESOLVED** to pass a resolution under paragraph 1 meeting the conditions set out in paragraph 2 of the schedule in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 No. 965 in exercise of powers conferred by sections 8(2) and 235(2) of the Localism Act 2011

16. REPRESENTATIVES TO OUTSIDE BODIES

The following were appointed for 2015/16:

- Representative to Public and Passenger Transport Group – Cllr Donald Fraser, Reserve Cllr Caroline Parker
- Leigh Port Partnership – Cllr Alistair Hanman
- Thames Estuary Partnership – Cllrs Fr. Clive Hillman, Val Morgen and Carole Mulrone
- Southend Airport Consultative Committee – Cllr Val Morgan
- Leigh Crime Prevention Panel – Cllr Helen Robertson
- EALC Larger Local Council Forum & AGM – Cllrs Donald Fraser, Carole Mulrone and Town Clerk
- EALC Executive Committee – Cllr Richard Herbert
- Southend Business Partnership – Cllrs Caroline Parker, Carole Mulrone and Town Clerk
- Southend Finance Business Briefing – Cllrs Mark Bromfield and Ron Owen.
- SAVS – Cllrs Richard Herbert and Helen Robertson

17. DATES AND TIMES OF MEETINGS

The dates and times of meetings were agreed with the exception of E&L being changed from 16<sup>th</sup> June to Thursday 11<sup>th</sup> June 2015.

18. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT – Report 2511 (Appendix 2 to the agenda)

Council **RESOLVED** to note the review of land and assets.

19. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

The Council entered into a new three year agreement with Aviva in August 2014 at £5,147.59; the renewal notice and schedule of cover is attached as Appendix 3 to the agenda. Additionally the Council pay SBC to insure the Leigh Community Centre at a cost of £2,702.34.

Council **RESOLVED** to confirm the arrangements.

20. REVIEW OF COUNCIL'S COMPLAINTS PROCEDURE (Section 30 Standing Orders – Induction Pack)

Council **RESOLVED** to adopt the Complaints Procedure.

21. REVIEW OF COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998 (Appendix 4 to the agenda)

Council **RESOLVED** to adopt the FOI procedures and adopt the Data Protection Policy.

22. REVIEW OF COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA (Appendix 5 to the agenda)

Council **RESOLVED** to defer consideration of the policy to the next Policy and Resources Committee meeting.

23. PAYMENT OF ANNUAL SUBSCRIPTIONS

The following were approved:

- Essex Association of Local Councils and National Association of Local Councils £1550.14
- Essex Playing Fields Association £30.00
- Local Council Review £17.00
- Community Transport Association £295.00
- Thames Estuary Partnership £250.00
- Parish On Line £308.00
- RCCE Village Halls & Community Buildings £48.00

24. APPOINTMENT OF BANK SIGNATORIES

Cheques and salary payments

Cllrs: Donald Fraser, Richard Herbert, Fr. Clive Hillman, Carole Mulroney, Dec Mulroney, Ron Owen, Caroline Parker, Helen Robertson and Jane Ward

25. NOMINATION OF 2 REPRESENTATIVES TO SOUTHEND'S STANDARDS COMMITTEE

Cllrs: Carole Mulroney, Reserve Cllr Caroline Parker

26. TOWN CLERK'S REPORT – Report 2512/PB (Appendix 10 to the agenda)

Council **noted** the report.

27. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the 11<sup>th</sup> March 2015 were agreed and signed by the Chairman.

28. TO RECEIVE THE MINUTES OF THE ANNUAL TOWN ELECTORS' MEETING 20<sup>th</sup> MARCH 2015

The minutes were **noted**.

29. QUESTIONS FROM COUNCILLORS

There were **none**.

30. COMMITTEES

- a) Planning, Highways & Licensing Committee – The minutes of the meetings held on the 10<sup>th</sup> and 24<sup>th</sup> March, 14<sup>th</sup> and 28<sup>th</sup> April 2015 were **noted**.
- b) Community Facilities Committee – The minutes of the meeting of 7<sup>th</sup> April 2015 were **noted**.
- c) Environment & Leisure Committee – The minutes of the meeting held on the 21<sup>st</sup> April 2015 were **noted**.
- d) Policy & Resources Committee – The minutes of the meeting held on the 5<sup>th</sup> May 2015 were **noted** with the exception of the following recommendations:

Minute 207 REFERENCES FROM OTHER COMMITTEES

Community Facilities Committee 7<sup>th</sup> April 2015 – Minute 100 Skate Park Emergency H&S Repairs.

The Committee **RECOMMENDED** to Council that £678.02 be transferred from the Renewals Budget to Skate Park Maintenance Budget.

Council **RESOLVED** to agree the recommendation.

Environment and Leisure Committee 21<sup>st</sup> April 2015 – Minute 97 Allotments Sub-Committee carry forward.

**Minute 77:** Budget Carry Forward

The Allotments Sub-Committee **RECOMMENDED** to E&LC that the underspend of £1,658.02, excluding salaries, be carried forward as a Capital Improvements earmarked reserve.

The Committee **RECOMMENDED** the carry forward to Council

Council **RESOLVED** to agree the carry forward.

31. FINANCIAL REPORT – Report 2510/I&E

The Council **RESOLVED** to approve the expenditure and note the income.

***The meeting closed at 8.38pm***