



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



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

MINUTES OF A MEETING LEIGH-ON-SEA TOWN COUNCIL
7.30PM, TUESDAY 16TH JANUARY 2018
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Jane Ward (Chairman), John Duprey, Anita Forde, Patrick Fox, Jill Healey, Richard Herbert, Fr. Clive Hillman, Valerie Morgan, Carole Mulroney, Declan Mulroney, Caroline Parker, Ron Owen and Vivien Rosier

Also in attendance: Helen Symmons (Town Clerk)

The meeting opened at 7.30 pm

94. CHAIRMAN'S OPENING REMARKS

The Chairman invited Cllr Morgan to speak about the recent litter pick run in conjunction with Make Southend Sparkle. Cllr Morgan was delighted that 37 volunteers had attended and there were plans to make this a monthly event. As she was the only Leigh Councillor in attendance she expressed disappointment. Thanks were given to Cllr Parker by the Chairman for her attendance at the Armed Forces Day on Canvey and Eastwood Memorial Service. The Chairman believed also, that thanks to Cllr Parker it has become a tradition for her to source and provide donations of mince pies from local shops for the Carols on Strand Wharf event. She also thanked Cllr Morgan and the Town Clerk for their recent attendance at funerals representing the Council. The Chairman then advised the meeting that with regard to the school catchment consultation she had attended the School Consultation Open Session on 23rd November. She spoke to Cllr James Courtney about a very disappointing response from him to a request for LTC to be consulted, particularly as Leigh seem to be adversely affected. Unfortunately owing to illness and there being little time remaining she advised that a formal response on behalf of the Council by the 15th December had not been possible. Finally Councillor Duprey was welcomed to his first Council meeting.

95. APOLOGIES FOR ABSENCE

Cllrs Jill Adair, Mark Bromfield and Donald Fraser.

96. DECLARATION OF MEMBERS' INTERESTS

Should Strand Wharf or Leigh Community Centre be discussed, Cllrs C Mulroney & D Mulroney would declare interests.

Cllr Fr. Hillman declared a pecuniary interest in Agenda item 14.

97. APPROVAL OF THE MINUTES OF THE MEETING OF 19TH DECEMBER 2017

The Minutes 21st November 2017 had already been approved at the meeting 19th December 2017. Therefore only the Minutes of the meeting 19th December 2017 were agreed and signed by the Chairman as a true and accurate record.

98. PUBLIC REPRESENTATIONS

There were none.

99. SOUTHEND BOROUGH COUNCIL

Cllr Carole Mulroney as a Borough Councillor reported that the Borough Council budget was now on line to review. This would be presented to Cabinet 18th January 2018 and she was happy to learn of any concerns Leigh Town Council had. It was raised that none of the Capital projects planned were in Leigh. Cllr Mulroney reminded members that money had been allocated for Leigh projects over the past few years e.g. Belton Steps.

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

There were none

COMMITTEES

101. COMMITTEE VACANCIES

Cllr Duprey nominated himself for the vacancy on Planning, Highways & Licensing Committee. This was seconded by Cllr Herbert and **RESOLVED** by Council.

Cllr Mulroney nominated herself for the vacancy on Environment & Leisure Committee. This was seconded by Cllr Fr. Hillman and **RESOLVED** by Council.

102. COMMITTEES

To receive Minutes of Committees and Report 2676/Payments List

- a) Planning, Highways & Licensing Committee – Cllr Healey presented the minutes of 28th November, 12th December 2017 and 9th January 2018.

There were no recommendations to Council from the minutes.

- b) Community Facilities Committee – Cllr C Mulroney presented the minutes of 5th December 2017

There were no recommendations to Council from the minutes.

- c) Environment & Leisure Committee – Cllr Morgan presented the minutes of 19th December 2017.

There were no recommendations to Council.

- d) Policy & Resources Committee – Cllr Herbert presented the minutes of 2nd January 2018 excluding minute 71, 80 and 78.

Minute 73 was clarified in relation to the cycle path suggestion for SBC.

RECOMMENDATIONS TO COUNCIL:

- Minute 78 – Use of Social Media, Internet & Email Policy – See Minute 103
- Minute 80 – Council Budget 2018/19 – See Minute 104
- Minute 78 – Approve Expenditure (Report 2676/Payments list)

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

DECISION ITEMS

103. USE OF SOCIAL MEDIA, INTERNET & EMAIL POLICY – **Agenda item 10**

Questions were raised and answered in relation to GDPR that will come in to effect May 2018 and the course of action should the policy be breached.

The Council **RESOLVED** to adopt the Policy with the next review date of January 2021

104. COUNCIL BUDGET 2018/19 – **Agenda item 11**

The Town Clerk presented amendments to the budget for Council to consider following the Borough Council's expectation that the Local Government Tax Support Grant be offset against the precept. The amendments were discussed.

Following a proposal (Cllr Herbert, seconded Cllr C Mulroney) the Council **RESOLVED**:

- a) That the P&R budget for Office Furniture & Equipment be increased to £4,000 to accommodate repairs and improvements to the computer systems to aid performance.
- b) That the P&R budget for Elections be set at £3,000 to maintain a sufficient reserve in preparation for the 2019 election year.
- c) That the P&R budget for Website be increased to £460 to allow for improvements to aid initiatives in the work of the Council.

A query was raised regarding the medium term budget from 2019/20. This was noted but it was reported this element of the budget is reviewed annually and did not affect the 2018/19 budget proposed.

The Council **RESOLVED** the amended budget.

The Council **RESOLVED** that the precept for 2018/19 be £46.89 for Tax Band D electors (subject to confirmation that the tax base of £8,779.95 is confirmed by Southend Borough Council after their appropriate meeting) and that the total precept will be £411,692.

105. SALARY BUDGET 2018/19 – **Agenda item 12**

Following a review, the hard copy schedule of the 2018/19 salary budget was signed by the Chairman.

106. MDAS SHOP AND CAFÉ

The Town Clerk explained why legal advice had yet to be sought and why an alternative option to formalise the arrangement of the Allotment Societies' buildings was presented. It was clarified that if the presented agreement was agreeable to Council then it would be reviewed by a Solicitor which would be a lesser cost to the Societies than preparation of a lease. Copies of the agreement had been given to the Societies and no adverse comments had been received to date.

Following a proposal (Cllr C Mulroney, seconded Cllr Ward) the Council **RESOLVED** that they were agreeable to the Permission to Use Agreement as a way to formalise the use of Allotment Societies' buildings on Leigh Town Council land subject to a legal review.

The Council confirmed that they were happy with all other aspects of the reply from MDAS with regard to the conditions raised.

107. COUNCILLOR LEAVE OF ABSENCE

Cllr Fr. Hillman left the meeting

The request was discussed and the Council **RESOLVED** to permit Cllr Fr. Hillman a leave of absence from Council from June to October 2018 due to a work sabbatical.

Cllr Fr. Hillman returned to the meeting and Council wished him well in his travels later in the year.

108. ANNUAL POLICE, FIRE AND CRIME COMMISSIONER'S PARTNERSHIP CONFERENCE

Cllr Morgan gave a precis of last year's conference. Cllr Herbert and Cllr Forde volunteered to attend this year's event on 15th March.

FOR NOTING

109. TOWN CLERK'S REPORT

The Town Clerk provided an update on training since the report was written having had internal training that day and answered any questions in relation to the report. The Council **NOTED** the report. The Chairman reminded all of the Strategic Planning workshop this Saturday 20th January 2018 and advised that Cllr Rosier and herself had recently attended the launch of the superb new Art Wall display by Leigh Art Trail.

The meeting closed at 8.25 pm