



Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Syrie Cox
Town Clerk: Paul Beckerson



MINUTES OF A MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.30PM ON WEDNESDAY 12th NOVEMBER 2014 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Richard Herbert (Chairman), Margaret Cotgrove (until Min 71), Geoff Crawford, Donald Fraser, Jerry Holden, Pat Holden, Paul Lawrence, Carole Mulroney, Caroline Parker, Patsy Ryan, Jane Ward and John Wren

Also in attendance: Paul Beckerson (Town Clerk)

Prior to the meeting there was a presentation by Skateboarders and a talk and prayers which were led by Father Clive Hillman of St Clement's

The meeting opened at 7.30pm

65. CHAIRMAN'S OPENING REMARKS

The Chairman with the Vice Chairman had attended Remembrance Services at Southend and St Clement's and the parade afterwards where he gave the following reading:

"I do not know your name; I do not know who you were or where you came from. I cannot know, it is beyond my comprehension, the fear and sweat and pain of battle, day after day, month after month, year after year, but I know you died and I live a peaceful happy life. I do not forget."

The Centenary Event had taken place at the LCC on Saturday 8th November which was well attended, a reminder was given regarding the Christmas Event for Councillors and Staff on the 5th December and that the Pantomime was taking place on the 19th December for three days.

The Chairman and the Vice Chairman have been reviewing the Council's structure and proposals will be circulated for member's comments. It was emphasised that when members were unable to attend meetings that they should give their apologies. The Code of Conduct was well received by all those attending.

66. DECLARATIONS OF INTEREST

Cllr Carole Mulroney declared a non-pecuniary interest in Strand Wharf as she is a Southend Borough Councillor.

67. APOLOGIES FOR ABSENCE

Cllrs Mark Bromfield, Syrie Cox, Valerie Morgan and David Stanley

68. PUBLIC QUESTIONS

There were none.

69. QUESTIONS FROM COUNCILLORS

There were none.

70. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of 8th October 2014 were agreed as a correct record and signed by the Chairman with one amendment:

That the first sentence in Minute 64 "Comments on the report were made by Cllrs Paul Lawrence, Jerry and Pat Holden" be deleted.

Proposed Cllr Jerry Holden; seconded Cllr Paul Lawrence.

Council **RESOLVED** to delete the sentence.

71. APPROVAL OF BUDGET COSTINGS FOR STRAND WHARF PROJECT – Report 2432/PB (Appendix 1 to the agenda)

The Chairman spoke to the report and presented the recommendation:

The Council is **RECOMMENDED** to undertake the full scheme and take any shortfall from the Capital Projects Fund and to delegate implementation of the project to the Town Clerk.

An amendment was proposed to delete the word 'any' and replace with 'up to a maximum of £36,647.38' Proposed Cllr Patsy Ryan; seconded Cllr Richard Herbert

Council **RESOLVED** to agree the amendment.

Council **RESOLVED** to agree the amended recommendation to undertake the full scheme and take up to a maximum of £36,647.38 shortfall from the Capital Projects Fund and to delegate implementation of the project to the Town Clerk.

Cllr Margaret Cotgrove left the meeting

72. COMMITTEES

a. Planning and Licensing Committee – The minutes of the meetings of 14th and 28th October were **noted**.

b. Transport and Highways Committee – The minutes of the meeting of 15th October 2014 were **noted**.

c. Leisure, Foreshore and Environment Committee – The minutes of the meeting of 16th October 2014 were noted.

d. Finance and General Purposes Committee – The minutes of the meeting of 4th November 2014 were **noted** with the exception of minutes 84, 88, 89, 90, 91, 97, 100, 103 (separate agenda item) and 104.

i. Minute 84 GOVERNANCE AND AUDIT WORKING PARTY 29th SEPTEMBER 2014 – Report 2416/G&AWP

The Committee **RECOMMENDED** that the report template be adopted and that the control measures be reviewed at the February meeting of F&GPC and submitted to the March meeting of Council.

Council **RESOLVED** to agree the recommendation.

ii. Minute 88 ANNUAL RETURN EXTERNAL AUDITORS CERTIFICATE – Officer's Report

The Committee **RECOMMENDED** that the contents of the certificate are noted and to approve the measures outlined in minute 84 above to avoid a similar occurrence.

Council **RESOLVED** to agree the recommendation.

iii. Minute 89 PHOTOCOPY CONTRACT RENEWAL – Officer's Report

The Committee **RECOMMENDED** that the existing lease be upgraded with immediate effect.

An amendment was put, add at end 'until 2019' Proposed Cllr Paul Lawrence; seconded Cllr Patsy Ryan.

Council **RESOLVED** to agree that the existing lease be upgraded with immediate effect until 2019.

iv. Minute 90 SCHEME OF FINANCIAL DELEGATION TO THE TOWN CLERK – Officer's Report

The Committee **RECOMMENDED** the scheme of delegation to the Council for approval.

Council **RESOLVED** to agree the recommendation.

v. Minute 91 STANDING ORDER REVISION – Officer's Report

The Committee **RECOMMENDED** that the new Standing Order 13(c) be adopted by Council.

When a meeting is convened to discuss items under SO 24(a) all matters discussed shall be confidential to the members at the meeting and shall not be disclosed to any other Councillor, Staff Member or the public, any disclosure will constitute a breach of confidentiality.

And that Term of Reference TR9 be amended as follows:

After Term of Reference 1 add new 2 as below and renumber existing 2 and 3 appropriately.

When the PSC or appointed panel meet to discuss items under 1; that only those members appointed to the PSC or Panel shall be entitled to be present at such a meeting.

Council **RESOLVED** to agree the recommendation.

vi. Minute 97 PURCHASE OF DEFIBRILLATOR – Officer's Report

The Committee **RECOMMENDED** that a defibrillator be acquired in the sum of £855 and that this be funded from reserves.

Council **RESOLVED** to agree the recommendation.

vii. Minute 100 LTC OFFICE RENTAL CHARGE FOR 2014/15 (January 2015 – March 2015) – Officer's Report

The Committee **RECOMMENDED** that £875 rental charge for the Office Area be funded from reserves.

Council **RESOLVED** to agree the recommendation.

viii. Minute 103 TO NOTE INCOME AND APPROVE EXPENDITURE SINCE THE LAST MEETING

The Committee noted the income and **RECOMMENDED** the expenditure to Council.

Members were reminded that discussion should be limited to approval or not of the expenditure and that it was not an opportunity to open a debate on the background of the

payment and it was requested that this be minuted.

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

ix. Minute 104 TRANSFER OF FUNDS TO THE CCLA

The Committee **RECOMMENDED** that £50,000 be transferred to the CCLA A/c from the HSBC BMM

Council **RESOLVED** to agree the recommendation.

e. Leigh Community Centre Committee – The minutes of the meeting of 5th November 2014 were **noted**

73. FINANCIAL REPORT – Report 2424/1&E

The item had been taken earlier in the agenda

The meeting closed at 8.37pm