



Leigh-on-Sea Town Council

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Chairman: Cllr Bernard Arscott | **Vice Chairman:** Cllr Sandra McCurdy



Members are hereby summoned to attend a meeting of
Leigh on Sea Town Council
to be held on
Tuesday 21 May 2024 at 7.30pm
at Leigh-on-Sea Community Centre, 71-73 Elm Road, SS9 1SP
for the purpose of transacting the following business

Councillor B Arscott
Proper Officer
15 May 2024

Chair: Councillor B Arscott
Vice Chair: Councillor S McCurdy

Councillor M Agdeve
Councillor O Cartey
Councillor P Gilson
Councillor J Lloyd
Councillor J Suttling

Councillor R Arscott
Councillor M Flewitt
Councillor A Hart
Councillor C Mulroney
Councillor C Watt

Councillor Dr D Bowry
Councillor J Garston
Councillor C Lambert
Councillor Dr A Robinson

ANNUAL COUNCIL AGENDA

- 1) **Election of the Chair of the Town Council for 2024/25**
In accordance with Standing Order 5e. to consider nominations for Chair of the Town Council for 2024/25
- 2) **Declaration of acceptance of Office by the Chair of the Town Council for 2024/25**
In accordance with 5j.i. the Chair to complete his/her acceptance of office form.
- 3) **Election of Vice Chair of the Town Council for 2024/25**
In accordance with Standing Order 5e. to consider nominations for Vice Chair of the Town Council for 2024/25.
- 4) **Apologies for Absence**
To receive and approve apologies and reasons for absence.
- 5) **Declaration Of Members' Interests**
 - a. **Current Meeting**
Declaration of any disclosable pecuniary interests, other registerable and non-registerable interests relating to items on the Agenda in accordance with the Code of Conduct.
Members must not participate in any discussion on the matter in which they have declared a disclosable pecuniary interest or other registerable interest or participate in any vote, or further vote, taken on the matter at the meeting and must withdraw from the room unless the Member has received a dispensation in relation to the matter.
 - b. **Registration of Members' Interests**
Members are reminded of the need to keep their Register of Interest Forms up to date.
- 6) **Public Participation**
In accordance with Standing Order 3.e. to allow up to 15 minutes for members of the public to make representations, ask questions and give evidence in respect of any item on the agenda. At the close of this item members of the public will no longer be permitted to address the Council.

7) Confirmation of Minutes

To agree the minutes of the previous Council meetings as a true and accurate account of the proceedings of the meetings:

- a. 26th March 2024
- b. 9th April 2024

8) Terms of Reference

In accordance with Standing Order 5.j.vi to review the Committees Terms of Reference.

9) Appointment of Members to Committees and Sub Committees

In accordance with Standing Order 5.j.vii, to consider appointment of members to existing Committees:

- a. Community and Culture Committee (7)
In line with the Committee's Terms of Reference:
 - i. To appoint seven Members to the Committee
In accordance with Standing Order 4.d.vi
 - ii. To appoint a Chair and Vice Chair for 2024/25
(Committee Members only to vote on appointment of Chair and Vice Chair)
- b. Finance and Governance Committee (7)
In line with the Committee's Terms of Reference:
 - iii. To appoint seven Members to the Committee
In accordance with Standing Order 4.d.vi
 - iv. To appoint a Chair and Vice Chair for 2024/25
(Committee Members only to vote on appointment of Chair and Vice Chair)
- c. Planning, Licensing and Highways Committee (7)
In line with the Committee's Terms of Reference:
 - i. To appoint seven Members to the Committee
In accordance with Standing Order 4.d.vi
 - ii. To appoint a Chair and Vice Chair for 2024/25
(Committee Members only to vote on appointment of Chair and Vice Chair)
- d. Staffing Committee (5)
In line with the Committee's Terms of Reference:
 - i. To appoint five Members to the Committee
In accordance with Standing Order 4.d.vi
 - ii. To appoint a Chair and Vice Chair for 2024/25
(Committee Members only to vote on appointment of Chair and Vice Chair)

10) Working Parties

In accordance with Standing Order 5.j.viii, to consider appointment of any new Committees, Sub Committees or Working Parties.

11) Appointment of representatives to Outside Bodies

In accordance with Standing Order 5.j.xi.to consider nominations for the following groups:

- a. Public & Passenger Transport Group An Essex County Council group for bus services
- b. Leigh Port Partnership When invited to attend by the Board
- c. Southend Airport Consultative Committee Plus a reserve
- d. Southend Standards Committee Two representatives
- e. SAVS The Council is a member of SAVS.
Three representatives attend the AGM and appropriate networking events
- f. Leigh Coastal Communities Team When consultation requested
- g. Veolia Community Group
- h. Local Community Police Meeting All Councillors can attend but useful to have one committed representative for Council

Representatives will be required to report back to Council or appropriate Committee following meetings attended.

- 12) Responsible Finance Officer (RFO)**
In accordance with the Local Government Act 1972, to consider the appointment of a Responsible Finance Officer.
- 13) Financial Regulations**
In accordance with Standing Order 5.j.ix. to review the Town Council's current Financial Regulations.
(note that Standing Orders were reviewed and adopted and the Council meeting held on 9 April 2024).
Members to note that new Financial Regulations have been issued by NALC to it is recommended to defer this item to the next Council meeting.
- 14) Assets Register**
In accordance with Standing Order 5j.xiii. to review the Town Council's Asset Register.
- 15) Insurance**
In accordance with Standing Order 5.j.xiv. to confirm the Council's arrangements for insurance cover as provided.
- 16) Subscriptions to other bodies**
In accordance with Standing Order 5.j.xv. to review the Council's subscriptions to other bodies.
- 17) Town Council Policies**
In accordance with Standing Order 5.j.xvi. to xix. to review the following current policies:
a. Complaints Procedure
b. Freedom of Information (Publication Scheme)
c. Press and Media Policy
(note the Council's employment policies and procedures are being reviewed by the Staffing Committee under Delegated Authority)
- 18) Scheme of Delegation**
To review the Town Council's current Scheme of Delegation as outlined in the document provided.
- 19) Meetings Schedule 2024-25**
In accordance with Standing Order 5.j.xxi. to consider the draft Meetings Schedule for 2024-25 as provided.
- 20) Annual Town Meeting 2024**
To note that in line with the Local Government Act 1972, schedule 12, para 15 (1)(d) six electors of Leigh-on-Sea called the Annual Town Meeting which was held on Friday 17 May 2024 at Leigh Community Centre.
This was called before the Town Council arranged for the meeting to be held.
- 21) IT Contract**
To consider the quotations provided for the Council's IT contract.
- 22) Community Centre Café**
Further to Minute ref 167c. to receive an update from Councillor McCurdy on the current situation with the Community Centre café.
- 23) Exclusion of the Press & Public**
To resolve to exclude the Press and Public from the remainder of the meeting in accordance with the Public Bodies (Admissions to Meeting) Act 1960 as the following item contains confidential information.
- 24) Staffing Matters**
To receive a verbal report from Councillor McCurdy, Chair of the Staffing Committee.
- 25) Community Centre café**
Further to Minute ref 167c, to receive an update from Councillors B Arscott, Maloney, McCurdy and Watt regarding the contract with a local company for the running of the café.

The next Meeting is on:
Tuesday 25 June 2024
at 7.30pm
at Leigh Community Centre