



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP | Tel: 01702 716288

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Chair: Councillor Bernard Arscott | **Vice Chair:** Councillor Carole Mulroney
Town Clerk: Clare Milligan



Annual Council Meeting

You are hereby summoned to attend the Annual Council Meeting to be held in Room 7, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea, Essex, SS9 1SP on Tuesday 6th May 2025 at 7.30pm.

C Milligan

Clare Milligan
Town Clerk
30th April 2025

Councillor Membership: B Arscott, P Barber, Dr D Bowry, S Carr, K Evans, J Garston, P Gilson, A Hart, T Leahy, J Lloyd, C Mulroney, O Richards, J Suttling, C Watt, P Wexham and C Willoughby.

The press and the public are cordially invited to join the meeting.

AGENDA

1. Election of the Chair of the Town Council for 2025/26

To receive, consider and elect a Chair of the Town Council for 2025/26.

2. Declaration of Acceptance of Office by the Chair of the Town Council for 2025/26

The newly elected Chair to complete their Acceptance of Office form.

3. Election of Vice Chair of the Town Council for 2025/26

To receive, consider and elect a Vice Chair of the Town Council for 2025/26. The Vice Chair to complete their Acceptance of Office form

4. Apologies for Absence

To receive and approve apologies for absence.

5. Declarations of Members' Interests

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.

6. Registration of Members' Interests

Members are reminded of the need to keep their Register of Interest forms up to date.

7. 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. In accordance with Standing Order 3.f. no one person shall speak for longer than 3 minutes. At the close of this item members of the public will no longer be permitted to address the Council.

8. Minutes

To receive and agree the minutes of the Full Council meeting on 4th March 2025 and the Extra Ordinary Full Council meetings on 1st April 2025 and 14th April 2025.

9. Terms of Reference

To review the Committees Terms of Reference for re-adoption.

10. Appointment of Members to Committees, Working Groups and Council Representatives on outside bodies for 2025/26

To consider and agree appointment of members to existing Committees:

To elect Chairs and Vice-Chairs for each committee (Committee members only to vote on election of Chair and Vice Chair):

- a) Community and Culture Committee (7 members)
- b) Finance and Governance Committee (7 members)
- c) Planning, Licensing and Environment Committee (7 members)
- d) Staffing Committee (7 members)

To consider and agree appointment of Councillors to represent the Council on the following outside bodies:

- a) Public & Passenger Transport Group
- b) Leigh Port Partnership
- c) Southend Airport Consultative Committee
- d) Southend Standards Committee
- e) SAVS
- f) Local Community Police Meeting
- g) Leigh Partnership Group
- h) EALC Executive Committee

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

To consider and agree appointment of Councillors on the following working parties:

- a) Arts Group
- b) Events
- c) LTC News
- d) Allotments
- e) Cafe

11. Code of Conduct

To receive the unchanged Code of Conduct for readoption for the Council year.

12. Standing Orders

To review and agree the slightly amended Standing Orders for the Council year.

13. Financial Regulations

To review and agree the slightly amended Financial Regulations for the Council year.

14. Southend City Councillors Reports (for information only)

To receive brief reports from the Southend City Councillors representing Leigh-on-Sea Town Council areas.

15. Clerk's Report

To receive an update report from the Clerk on matters from the meeting on the 4th March 2025 which are not agenda items.

16. Committee Meeting Minutes

To note the minutes of the following meetings that have been held:

- a) Finance and Governance Committee meetings held on 25th March 2025.
- b) Planning, Highways and Licensing Committee meetings held on 11th March 2025, 8th April 2025, 22nd April 2025 and 29th April 2025.
- c) Community and Culture Committee meetings held on 15th April 2025.

17. Grants

To receive the below grant applications for discussion and decision on whether to award them.

- a) Yantlet
- b) Leigh Folk Festival

- c) Leigh Lions
- d) Lower Thames Rowing Club

18. Financial Transactions

To receive and agree the income and expenditure for the month of April 2025.

19. Financial Review

To receive and agree the bank reconciliations for March 2025 and April 2025.

To receive the budget summary up to the end of April 2025 for comparison and agreement.

20. PK Littlejohn External Auditors Report for Accounts 2023/24

To receive the external auditors report for 2023/24, discuss and agree any actions to be taken.

21. Appointment of an Internal Auditor and Solicitors for 2025/26

To agree to appoint the following for the Council year:

- Internal Auditor – Heather Heelis
- Solicitor - Giles Wilson Law Limited

22. Annual Governance Statement – 31st March 2025

To review and agree the Annual Governance Statement for the financial year 2024/25 (section 1).

a) To consider the effectiveness of the system of Internal Control.

b) To approve the annual Governance Statement and for the Chair and Clerk to sign.

23. Accounting Statements – 31st March 2025

To review and approve the Accounting Statement for the financial Year 2024/25 (section 2) and for the Chair and Clerk to sign.

24. End of Year Accounts for 204/25

To receive the accounts, discuss and agree for the financial year 2024/25.

25. Leigh Regatta

To receive a report for discussion and decision on the possibility of sponsoring Leigh Regatta.

26. Café

To receive an update from the working group on the cafe.

27. Skatepark

To receive the quotes for the repairs to the Skatepark and agree which company to engage.

28. Tender for Christmas Lights

To agree the two Councillors to go through the tenders with the Clerk for recommendation to Full Council.

29. Staff training

To receive the request from the Clerk to have the staff undertake various health and safety training as well as safeguarding training and agree which company to engage.