



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 Sandra McCurdy



Full Council Meeting

You are hereby summoned to the Full Council Meeting to be held in the Cafe, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea, Essex, SS9 1SP on Tuesday 5th November 2024 at 7.30pm.

C Milligan

Mrs Clare Milligan
Town Clerk
30th October 2024

Chair: Councillor B Arscott
Vice Chair: Councillor S McCurdy
Councillor Membership: R Arscott, P Barber, Dr D Bowry, C Watt, J Garston, P Gilson, A Hart, C Lambert, J Lloyd, C Mulroney, O Richards, J Suttling, P Wesham and C Willoughby.

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

AGENDA

1. Apologies for Absence

To receive and approve apologies for absence.

2. 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.

3. 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.

4. Minutes

To receive and agree the minutes of the Full Council meeting held on 17th September 2024 and the Extra Ordinary Full Council meeting held on 30th September 2024.

5. Southend City Councillors Reports (for information only)

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

6. Clerk's Report

To receive an update report from the Clerk on matters from the meeting on

17th September 2024 which are not agenda items.

7. Committee Terms of Reference - looking at the responsibilities, Committee size, and Committee Vacancies

To receive the following motion from Cllr C Willoughby for discussion.

1. Increase the membership of the Staffing Committee from 6 to 7 members.

This would bring the membership of the Staffing Committee in line with the other committees.

2. To expand the remit of the Planning, Highways and Licensing Committee.

To fill the vacancies on the Planning, Highways and Licensing Committee and possibly the Staffing Committee dependant on the outcome of (7.1) above.

8. Committee Meeting Minutes

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

a) Finance and Governance Committee meetings held on 1st October 2024.

b) Planning, Highways and Licensing Committee meetings held on 1st October 2024, 15th October 2024 and 29th October 2024.

c) Community and Culture Committee meetings held on 30th September 2024 and 29th October 2024.

d) Staffing Committee meetings held on 24th September 2024, 8th October 2024 and 29th October 2024.

9. Working Group for Café

To agree the membership of the working group for looking at the Café tender.

10. Grant Applications

To receive a grant application from Southend Area Bus User Group for discussion and decision on whether to allocate the grant or not.

11. Financial Transactions

To receive and agree the income and expenditure for the month of October 2024.

12. Financial Review

To receive and agree the bank reconciliation for September 2024 and October 2024.

To receive the budget summary up to the end of October 2024 for comparison and agreement.

13. Agenda, agenda papers and publication

To receive the following motions from Cllr C Mulroney regarding publishing the agenda and related papers for discussion and decision:

1. Henceforth this Council, in the preparation of agenda shall include a written report in relation to items for decision, and others, if helpful, setting out the subject matter, relevant information and research, costings and budgetary implications as necessary and the view and recommendations of the clerk together with justification and reasoning.
2. That all such papers form part of the agenda and are published with it on the website for the benefit of residents.
3. That if a report originates from a Councillor, they will seek the advice of the Clerk on the information required for good decision making and to ensure there are no legal or financial impediments to what is recommended in the report.

14. Agreeing of Councillor Absences

To discuss and decide on Cllr C Mulroney's motion:

1. All apologies must be voted on individually.
2. Apologies must be given directly to the Town Clerk, in writing, not to another Councillor, before the meeting.
3. If 2 is not possible verbal apologies must be provided directly to the Town Clerk before the meeting.

15. Payroll Provider

To receive a quote, discuss and decide on possibly changing payroll provider.

16. Christmas Tree's for the Community Centre

To receive, discuss and agree whether to have two Christmas trees in the centre.

17. Annual Pay Increase

To receive the Local Government, Pay Agreement for 2024/25 for noting and agreeing of implementation of backdated pay to April 2024.

18. Leigh Heritage Centre Pipe Laying Works

To receive a request for possible disruption to Strand Wharf re pipe laying for the Heritage centre, for discussion and agreement.

19. Consultation on Ward Boundaries for Southend City Council

To receive the information on the consultation, discuss and decide if the Council wished to make any comments.

20. Updates from Councillors and Matters for Information

To receive any updates from Councillors on any meetings, briefing or training they have attended. To receive ideas for items to be placed on future meetings.

21. Private and Confidential

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are excluded from the following items of business due to their confidential nature and they are instructed to withdraw.

22. Staffing Matters

To receive an update regarding staffing issues and agree any actions to be taken.