



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

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 7th January 2025 at 7.30pm.

C Milligan

Clare Milligan
Town Clerk
2nd January 2025

Chair: Cllr B Arscott

Vice Chair: Cllr C Mulroney

Councillor Membership: P Barber, Dr D Bowry, K Evans, J Garston, P Gilson, A Hart, J Lloyd, 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. 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 on 5th November 2024 and the Extra Ordinary meetings on 19th November 2024 and the 4th December 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 the 5th November 2024 and the 19th November 2024 which are not agenda items.

7. Committee Meeting Minutes

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

- a) Finance and Governance Committee meetings held on 3rd December 2024 and 10th December 2024.
- b) Planning, Highways and Licensing Committee meetings held on 12th November 2024, 26th November 2024 and 11th December 2024.
- c) Community and Culture Committee meeting held on 10th December 2024.
- d) Staffing Committee meetings held on 29th October 2024 and 20th November 2024.

8. CCLA

To meet the representative from the CCLA who will give a presentation on how the Council's funds are invested.

9. Committee Membership

To receive the following motion from Cllr P Barber:

When electing Committee memberships annually in May, every Councillor shall be given the opportunity to serve on two committees before any Councillor be allowed to join a third or fourth committee. This principal must also be followed when adding new Committee members throughout the year.

10. Political Party Membership

To receive the following motion from Cllr P Barber:

Councillors will voluntarily supply details to the Town Clerk of any Political Party memberships by 31st January 2025. The LTC website Councillor profile pages will be updated to show any memberships to a Political Party. Any new Councillor in the future will be asked to volunteer this information when joining the Council.

11. Financial Regulations

To receive the recommended Financial Regulations from the Finance and Governance Committee for agreement.

12. AGAR 2023/24

To re look at the already submitted part 1 of the AGAR 2023/24 for discussion and decide on any amendments and whether to resubmit or not.

13. Internal Auditors Report

To receive the internal auditors report which went to Finance and Governance Committee meeting on 13th August 2024 for agreement.

14. Bank Mandate

To agree the adding of Cllrs P Barber, Dr D Bowry, C Mulroney and C Willoughby to the bank as signatories and internet banking as recommended by the Finance and Governance Committee.

15. Risk Assessment Schedule

To receive the up-to-date risk assessment schedule, discuss and agree.

16. Asset Register

To receive the up-to-date asset register for discussion and agreement.

17. Financial Transactions

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

18. Financial Review

To receive and agree the bank reconciliations for November 2024 and December 2024.

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

19. Direct Debits

To receive a list of all the Councils direct debits for agreement for the financial year 2024/25 and financial year 2025/26.

20. CIL

To receive the recommendation from the Community and Culture Committee to use £8,000 of CIL for the Library Gardens Mosaic for discussion and ratification.

To receive an up-to-date CIL list.

21. Draft Budget for 2025/26

To receive the draft Budget for 2025/26 as recommended by the Finance and Governance Committee for discussion and agreement.

22. Paddling Pool

To receive the documents outlining the work and costs for discussion and ratification of the work to take place and for the Council to pay for it.

23. Council Representation

To agree the Council representatives for the Essex Association Local Council Executive Board and the Water Quality Summit.

24. 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.

25. Café

To receive an update from the working group and agree any actions to be taken.

26. Staffing Matters

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