



Leigh-on-Sea Town Council

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

www.leighonseatowncouncil.gov.uk; clerk@leighonseatowncouncil.gov.uk

Chair: Councillor Bernard Arscott | **Vice Chair:** Councillor Carole Mulroney

Town Clerk: Clare Milligan



Full Council Meeting

You are hereby summoned to the Full Council Meeting to be held in the Room 7, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea, Essex, SS9 1SP on Tuesday 4th March 2025 at 7.30pm.

C Milligan

Clare Milligan
Town Clerk
26th February 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 7th January 2024 and the Extra Ordinary meetings on 15th January 2025, 28th January 2025, 5th February 2025 and 14th February 2025.

5. Southend City Councillors Reports (for information only)

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

6. Clerk's Report

To receive an update report from the Clerk on matters from the meeting on the 7th January 2025 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 4th February 2025.

b) Planning, Highways and Licensing Committee meetings held on 21st January 2025, 4th February 2025, 18th February 2025 and 25th February 2025.

c) Community and Culture Committee meetings held on 11th February 2025.

8. Bank Accounts

To agree the closing of the payroll account and the imprest account at HSBC as at the end of March 2025.

9. Risk Register – Level and Control

To receive the up-to-date Risk Register, for discussion and agreement.

10. Business Continuity Action Plan

To receive the up-to-date Business Continuity Action Plan for agreement.

11. Asset Register

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

12. Financial Transactions

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

To receive and agree the quote for a new laptop for the Receptionist/ Administration Assistant.

To receive three quotes for the hedge trimming on the southside of the Manchester Drive Allotments for discussion and agreement as to which company to use.

To receive three quotes for a fireproof cabinet for the office for discussion and agreement with which quote to go with.

13. Financial Review

To receive and agree the bank reconciliations for February 2025.

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

To receive the cashflow report up to the end of February 2025 for comparison and agreement.

14. Grant Application

To receive a grant application from Yantlet Residents Garden for discussion and decision as to whether to give the grant.

15. Community Centre Accounts 2022/23 and 2023/24

To receive and agree the accounts for the past two years to be submitted to Southend City Council.

16. Investigation into a possible Dog Park for Leigh-on-Sea

To receive a report from Cllr P Barber to look at and discuss the possibility of having a Dog Park in Leigh-on-Sea and decide on, if any, steps to be taken.

17. Community Centre Maintenance Plan

To receive a report from Cllr P Barber on the building and suggestions for immediate action for discussion and agreement on next steps.

To receive the quotes for replacing the flat roof over the atrium in the centre and replacing the bird netting for discussion and agreement as to which contractor to use.

18. Paddling Pool

To receive the email from EALC, along with the documents outlining the work for discussion and ratification of the work to take place and for the Council to pay for it out of CIL.

19. Safeguarding Processes and Procedures

To receive a report from the safeguarding working party on recommended changes to the processes and procedures on safeguarding for discussion and agreement.

20. Meeting Dates for 2025-26 and Annual Town Meeting

To agree the Council meeting dates for the municipal year 2025/26.

To agree the date of the Annual Town Meeting for 2025.

21. Society of Vincent de Paul (SVP) Partnership Working

To receive a report from Cllr B Arscott in relation to a working partnership with SVP re a food collection point and summer holiday activities.

22. Water Summit Presentation

To receive the presentation from Anglia Water re the Water Summit on the 7th February 2025 on How to Keep the Waters Clean and the report from Cllr C Mulroney who will lead on this item.

23. Greater Essex Devolution Consultation

To discuss the consultation and decide on the way forward for completing the questions if relevant.

<https://www.gov.uk/government/consultations/greater-essex-devolution/greater-essex-devolution-consultation>

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. Christmas Lights Tender

To receive the draft tender documents for the Christmas Lights for discussion and agreement.