



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



Chairman: Cllr Carole Mulroney  
Vice Chairman: Cllr Helen Robertson  
Town Clerk: Paul Beckerson

You are hereby summoned to a meeting of the Leigh-on-Sea Town Council, which will take place on **Tuesday 19<sup>th</sup> July 2016** in Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.30pm when it is hoped to transact the following business.

**Tea and Coffee will be available from 7.00pm, with a Talk at 7.15pm by Superintendent Gavin Dixon, Mission Port Officer for South Essex Fishermen's Mission and prayers at 7.30pm by Gavin Dixon, Leader of King's Church to the Council Meeting.**

## AGENDA

1. THE CHAIRMAN'S OPENING REMARKS

2. APOLOGIES FOR ABSENCE

Cllrs: Richard Herbert and Jane Ward

3. DECLARATION OF MEMBERS' INTERESTS

4. APPROVAL OF THE MINUTES OF THE MEETING OF 7<sup>th</sup> JUNE 2016

5. PUBLIC REPRESENTATIONS

6. QUESTIONS FROM COUNCILLORS

Cllr Parker raises the question about appropriate attire at Full Council meetings and the message it sends to the public from observing Councillors' attire.

## COMMITTEES

7. COMMITTEES

To receive Minutes of Committees and report 2601/I&E

- a) Planning, Highways & Licensing Committee - To receive minutes of 24<sup>th</sup> May, 14<sup>th</sup> and 28<sup>th</sup> June and 12<sup>th</sup> July

**RECOMMENDATION TO COUNCIL**- None made

- b) Community Facilities Committee – To receive minutes of 7<sup>th</sup> June 2016

**RECOMMENDATION TO COUNCIL** – None made

- c) Environment & Leisure Committee – To receive minutes of 21<sup>st</sup> June 2016

**RECOMMENDATION TO COUNCIL:**

- Minute 12 – Allotment rent review (see 2017/18 Rent Schedule Agenda page 25)

- d) Policy & Resources Committee - To receive minutes of 5<sup>th</sup> July 2016

**RECOMMENDATIONS TO COUNCIL:**

- Minute 8 – Standing Orders & Terms of Reference (see documents Agenda pages 29-67)
- Minute 11 – Co-option Policy (see document Agenda page 68)
- Minute 19 – Approve Expenditure (report 2601/I&E Agenda page 70)

DECISION ITEMS
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8. APPOINTMENT OF MEMBER TO EALC EXECUTIVE AND LEIGH CRIME PREVENTION PANEL

It has been confirmed that the Leigh Crime Prevention Panel continues to meet approximately bi-monthly at the Estuary Club.

Vacancies now exist on these outside bodies and it is **RECOMMENDED** that a member be appointed to each.

9. FISHERIES LOCAL ACTION GROUP

The Council is asked to confirm that it will be represented on the FLAG Steering Group when this is formed.

10. LEIGH COMMUNITY CENTRE LEASE AND MANAGEMENT AGREEMENT

Southend Borough Council are ready to complete on the 30 year lease extension. This is based on the terms agreed at a meeting 16<sup>th</sup> June 2014.

It is **RECOMMENDED** that under SO 14 (a) and (b) authorisation be given to the Acting Town Clerk, as Proper Officer to execute the legal documentation in the presence of two Councillors who shall sign the deed as witnesses.

11. FLY A FLAG FOR THE COMMONWEALTH – 13<sup>TH</sup> MARCH 2017

There is a nationwide initiative to fly a flag on the above date. The event is being sponsored and therefore Councils are able to participate without any cost.

It is **RECOMMENDED** that Council make a decision as to whether they wish to take part.

FOR NOTING
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12. TOWN CLERK'S REPORT 2603/HS (Appendix 1)

13. CO-OPTION OF COUNCILLOR BONCHURCH WARD

No election was called for this vacancy and Council are able to co-opt a Councillor without affecting the General Power of Competence. A co-option should take place as soon as practically possible. Applications will be invited by 1<sup>st</sup> September, with candidates invited to the Council meeting 20<sup>th</sup> September for selection and appointment.

FINANCIAL
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14. COUNCIL MAIN BUDGET REPORT – 8<sup>th</sup> March 2016 (Appendix 2)

The Acting Town Clerk will explain the Community Infrastructure Levy (CIL) income received and reported under Planning, Highways & Licensing Income

15. TRANSFER TO PUBLIC SECTOR SAVINGS

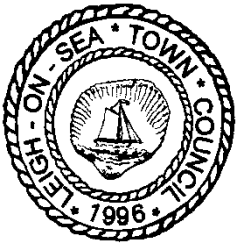
To ensure maximum return on Council funds, £100,000 has been transferred to this account. The balance is now £323,032.63. The dividend return for this account is averaging 4% at present.



Helen Symmons  
Acting Town Clerk  
14<sup>th</sup> July 2016

**Any member who is unable to attend the meeting should send their apologies before the meeting.**

DATE OF NEXT MEETING: Tuesday 20th September 2016



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Chairman: Cllr Carole Mulroney  
Vice Chairman: Cllr Helen Robertson  
Town Clerk: Paul Beckerson

## MINUTES OF A MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.00PM ON TUESDAY 7<sup>th</sup> JUNE 2016 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney (Chairman), Karen Bowden, Patrick Fox, Donald Fraser, Richard Herbert, Fr. Clive Hillman (from minute 40), Declan Mulroney, Ron Owen, Valerie Morgan, Caroline Parker (from minute 41), Helen Robertson (from minute 41) and Vivien Rosier

Also in attendance: Helen Symmons (Acting Town Clerk)

### ***The meeting opened at 7.00 pm***

#### 32. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the meeting and clarified that as a short meeting, Councillors did not need to stand to speak.

#### 33. APOLOGIES FOR ABSENCE

Cllrs: Mark Bromfield and Jane Ward

#### 34. DECLARATION OF MEMBERS' INTERESTS

None declared.

#### 35. APPROVAL OF MINUTES OF THE MEETING OF 17<sup>TH</sup> MAY 2016

The minutes of the meeting 17<sup>th</sup> May were agreed with an amendment to the Chairman's address prior to the meeting and signed by the Chairman as a true and accurate record.

#### 36. PUBLIC REPRESENTATIONS

There were none.

ANNUAL RETURN FOR YEAR ENDED 31 MARCH 2016
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#### 37. ANNUAL GOVERNANCE STATEMENT – **Agenda item 6**

The Chairman read Governance statement 1 as it had been noted that the phraseology had changed:

'The Council have put in place arrangement for effective financial management during the year and for the preparation of the accounting statements'

The Council **RESOLVED** this statement.

The Council **RESOLVED** the Annual Governance Statement and the Acting Town Clerk and Chairman signed the audit pack section 1 accordingly.

38. ANNUAL ACCOUNTS – **Agenda item 7**

The Council **RESOLVED** the Income and Expenditure Account, Balance Sheet and supporting notes to accounts.

39. ANNUAL RETURN – **Agenda Item 8**

The Council **RESOLVED** Section 2 Accounting Statements together with an explanation of variation of 15% and above and a statement of Income and Expenditure relating to Box 7 and 8 of the return. The Acting Town Clerk (as Responsible Finance Officer) and Chairman signed the audit pack section 2 accordingly.

COMMITTEES
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40. COMMITTEE VACANCIES – **Agenda item 9**

- Environment & Leisure  
Cllr Karen Bowden (nominated Cllr Herbert, seconded Cllr Owen)
- Policy & Resources  
Cllr Declan Mulronev (nominated Cllr C Mulronev, seconded Cllr Morgan)

The Council **RESOLVED** both Committee appointments.

41. VACATION OF OFFICE BY FAILURE TO ATTEND MEETINGS

Under LGA 1972 s. 85, Cllr Hanman-Murphy ceases to be a member of the Council. A casual vacancy for Bonchurch Ward now exists. The Acting Town Clerk will advertise the vacancy accordingly.

***The meeting closed at 7.09pm***



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Chairman: Cllr Carole Mulroney  
Vice Chairman: Cllr Helen Robertson  
Town Clerk: Paul Beckerson

## MINUTES OF THE MEETING OF THE PLANNING, HIGHWAYS & LICENSING COMMITTEE HELD ON TUESDAY, 24<sup>th</sup> May 2016 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Helen Robertson (Chairman), Caroline Parker, Donald Fraser, Patrick Fox.

In Attendance: Abbie Cotterell (Receptionist & Junior Administrator), 2 members of the public until minute (006)

### ***The meeting opened at 7.32pm***

#### 001. APOLOGIES FOR ABSENCE

Cllrs: Richard Herbert, Jane Ward, Karen Bowden

#### 002. DECLARATION OF MEMBERS' INTERESTS

**Cllr Donald Fraser declared a non-pecuniary interest in LOS/16/0142 (22 Dale Road) because he is an acquaintance of an objector.**

#### 003. MINUTES OF THE PREVIOUS MEETING

The Minutes of the Planning, Highways and Licensing Committee Meeting held on 10<sup>th</sup> May 2016 were agreed and signed as a correct record.

#### 004. LICENSING APPLICATIONS

**None**

### SECTION 1

#### APPLICATIONS WHERE MEMBERS OF THE PUBLIC ATTEND AND REQUEST TO BE HEARD.

005. LOS/16/0142 SOS/16/00596/FULH  
**22 DALE ROAD, LEIGH-ON-SEA, SS9 2RQ (Thames Ward)**  
Erect single storey rear extension.

#### **Objection**

The proposed development would cause a loss of light to a neighbouring property.

#### **2 members of the public left the meeting**

### SECTION 2

#### APPLICATIONS OF A CONTROVERSIAL NATURE OR WITH IMPLICATIONS FOR LEIGH AS WHOLE; LARGE SCALE DEVELOPMENTS OR THOSE AFFECTING THE PUBLIC REALM.

**None**

**SECTION 3**

**APPLICATIONS WHERE THE COUNCIL HAS RECEIVED OBJECTIONS FROM THE PUBLIC OR THAT HAVE BEEN "CALLED IN" BY A COUNCILLOR FOR CONSIDERATION**

006. LOS/16/0143 SOS/16/00650/FULH  
**27 MARINE AVENUE, LEIGH-ON-SEA, SS9 2JD (Herschell Ward)**  
Erect single storey rear extension.

**No objection**

007. LOS/16/0141 SOS/16/00709/FULH  
**26 VERNON ROAD, LEIGH-ON-SEA, SS9 2NG (Herschell Ward)**  
Erect first floor extension to form two storey dwelling house, roof extension and alter elevations (amended proposal).

**No Objection**

Leigh Town Council does regret the loss of an arts and craft design bungalow.

008. LOS/16/0144 SOS/16/00664/FULH  
**77 LORD ROBERTS AVENUE, LEIGH-ON-SEA, SS9 2NG (Leigh Road Ward)**  
Erect single storey rear extension and alter elevations.

**No Objection**

009. LOS/16/0146 SOS/16/00666/FULH  
**8 BUXTON SQUARE, LEIGH-ON-SEA, SS9 3UD (Highlands Ward)**  
Erect part single/part two storey side and rear extensions, raise roof height, erect dormer to rear and alter elevations (amended proposal)

**Objection**

Leigh Town Council object on the mass and bulk of the proposal that would be built at this location, particularly the roof and rear dormers which would be an overdevelopment.

010. LOS/16/0150 SOS/16/00668/FULH  
**4 LEIGH PARK CLOSE, LEIGH-ON-SEA, SS9 2LS (Herschell Ward)**  
Erect hip to gable roof extensions, rear dormer with juliette balcony, single storey side and rear extension and install rooflight, part single/part two storey side extension and first floor front extension (amended proposal)

**Objection**

The dormer was considered too large with the overall proposal as an overdevelopment of the site and out of keeping with the street scene, as there are no other three storey dwellings in the Close.

011. LOS/16/0151 SOS/16/00733/FULH  
**33 VERNON ROAD, LEIGH-ON-SEA, SS9 2NG (Herschell Ward)**  
Alterations to front and side elevation incorporating balcony and pitched roof to existing bay window.

**Objection**

It would unbalance a pair of semis, and the balcony would be out of keeping with the street scene.

012. The committee had **no objection** to the following application:

LOS/16/0145 SOS/16/00541/FUL

**1A OAKLEIGH PARK DRIVE, LEIGH-ON-SEA, SS9 1RP (St Clements Ward)**

Raise roof height to existing front projection.

013. The Committee noted the following General Permitted Developments:

LOS/16/0147 SOS/16/00817/GPDE

**216 MANCHESTER DRIVE, LEIGH-ON-SEA, SS9 3EU (St James Ward)**

Erect single storey rear extension, projecting 5M beyond the existing rear wall of the dwelling, 2.6M high to eaves and with a maximum height of 3M

LOS/16/0148 SOS/16/00670/GPDE

**58 VARDON DRIVE, LEIGH-ON-SEA, SS9 3SR (Highlands Ward)**

Erect single storey rear extension, projecting 6M beyond the existing rear wall of the dwelling, 3M high to eaves and with a maximum height of 3.8M.

LOS/16/0149 SOS/16/00834/GPDE

**8 BUXTON SQUARE, LEIGH-ON-SEA, SS9 3UD (Highlands Ward)**

Erect single storey rear extension, projecting 5.26M beyond the existing rear wall of the dwelling, 2.7M high to eaves and with a maximum height of 3.9M.

014. The Committee noted the following Lawful Development Certificates:

SOS/16/00663/CLP

**77 LORD ROBERTS AVENUE, LEIGH-ON-SEA, SS9 1ND (Leigh Road Ward)**

Roof extension to rear to form habitable accommodation and roof lights to front (lawful development certificate – proposed)

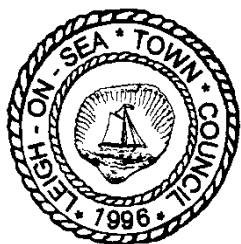
SOS/16/00690/CLP

**76 GRANGE ROAD, LEIGH-ON-SEA, SS9 2HT (Herschell Ward)**

Roof extension at rear and roof lights to front (lawful development certificate – proposed)

**Meeting closed at 8.11pm**





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## MINUTES OF THE MEETING OF THE PLANNING, HIGHWAYS & LICENSING COMMITTEE HELD ON TUESDAY, 14<sup>th</sup> JUNE 2016 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGHONSEA

Present: Cllrs: Helen Robertson (Chairman), Karen Bowden, Donald Fraser, Patrick Fox, Richard Herbert, Caroline Parker

In Attendance: Abbie Cotterell (Receptionist & Junior Administrator), 2 members of the public until minute (021)

### ***The meeting opened at 7.30pm***

015. APOLOGIES FOR ABSENCE Cllrs: Jane Ward

016. DECLARATION OF MEMBERS' INTERESTS

**Cllr Donald Fraser declared an Other Pecuniary Interest in LOS/16/0154 (49-51 Glendale Gardens) having a relative being affected by the application.**

**Karen Bowden declared an Other Pecuniary Interest in LOS/16/0154 (49-51 Glendale Gardens) knowing the applicant.**

017. MINUTES OF THE PREVIOUS MEETING

The Minutes of the Planning, Highways and Licensing Committee Meeting held on 24<sup>th</sup> May 2016 were agreed and signed as a correct record.

018. LICENSING APPLICATIONS

**None**

019. HIGHWAY ISSUES

CRANLEIGH DRIVE – PARKING

**The Committee RESOLVED that a request be made to Southend Borough Council for the extension of the double yellow lines at the Elms end of Cranleigh Drive to the eastern corner to prevent indiscriminate parking. Cllr Helen Robertson to liaise with Cllr Carole Mulroney and the Town Clerk.**

### SECTION 1

APPLICATIONS WHERE MEMBERS OF THE PUBLIC ATTEND AND REQUEST TO BE HEARD.

020. LOS/16/0164 SOS/16/00832/FUL  
**104 SALISBURY ROAD, LEIGH-ON-SEA, SS9 2JN (Herschell Ward)**  
Demolish existing dwellinghouses at 104 - 106 Salisbury Road, erect three detached dwellinghouses with garages to rear and alter existing vehicular crossovers onto Salisbury Road (amended proposal).

**Objection**

The proposed development would cause a loss of light to neighbouring properties. The plans are of a poor design, and not in keeping with the street scene. There is also no sufficient off street parking, and a loss of on street parking.

***2 members of the public left the meeting***

SECTION 2

APPLICATIONS OF A CONTROVERSIAL NATURE OR WITH IMPLICATIONS FOR LEIGH AS WHOLE; LARGE SCALE DEVELOPMENTS OR THOSE AFFECTING THE PUBLIC REALM.

**None**

SECTION 3

APPLICATIONS WHERE THE COUNCIL HAS RECEIVED OBJECTIONS FROM THE PUBLIC OR THAT HAVE BEEN "CALLED IN" BY A COUNCILLOR FOR CONSIDERATION

***8.06pm Cllr Donald Fraser & Karen Bowden left the meeting***

021. LOS/16/0154 SOS/16/00722/FUL  
**49-51 GLENDALE GARDENS, LEIGH-ON-SEA, SS9 2AT (Elms Ward)**  
Change of use from offices (b1) to residential (c3) at ground floor to form three self-contained flats, layout parking, form vehicular access on to Glendale Gardens and alter elevations.

**Objection**

Leigh Town Council objects on the basis that the drop down kerb on Glendale Gardens is too close to the junction with Southsea Avenue. The re-instatement of the on street parking in Southsea Avenue should be a condition of any permission granted.

***8.11pm Cllr Donald Fraser & Karen Bowden returned to the meeting***

022. LOS/16/0155 SOS/16/00718/FUL  
**BELLINI 1008-1012 LONDON ROAD, LEIGH-ON-SEA, SS9 3NE (Elms Ward)**  
Erect single storey front and rear extension and alter roof.

**No objection**

023. LOS/16/0157 SOS/16/00781/FULH  
**19 TANKERVILLE DRIVE, LEIGH-ON-SEA, SS9 3DE (Bonchurch Ward)**  
Erect roof extension to rear to form habitable accommodation in roof with rooflight to front, demolish existing conservatory and erect single storey rear extension with roof lantern and alter elevations.

**No Objection**

024. The committee had **no objection** to the following application:

LOS/16/0152 SOS/16/00705/FULH  
**20 MAPLE AVENUE, LEIGH-ON-SEA, SS9 1PR (Leigh Road Ward)**

Erect single storey rear extension, raised decking to rear and alter elevations.

LOS/16/0153 SOS/16/00725/FULH

**25 LYMINGTON AVENUE, LEIGH-ON-SEA, SS9 2AU (Elms Ward)**

Erect single storey side and rear extension.

LOS/16/0158 SOS/16/00804/FUL

**7C GRAND PARADE, LEIGH-ON-SEA, SS9 1DX (Leigh Road Ward)**

Replace dormers to front and install balconies with timber balustrades (amended proposal)

LOS/16/0159 SOS/16/00815/FUL

**96A OAKLEIGH PARK DRIVE, LEIGH-ON-SEA, SS9 1RS (Elms Ward)**

Replace existing windows and doors at first floor level.

LOS/16/0160 SOS/16/00822/FULH

**56 QUORN GARDENS, LEIGH-ON-SEA, SS9 2TB (Thames Ward)**

Erect single storey rear extension.

LOS/16/0161 SOS/16/00848/FULH

**21 DUNDEE AVENUE, LEIGH-ON-SEA, SS9 3SA (Highlands Ward)**

Demolish existing conservatory and erect single storey rear and side extension.

LOS/16/0162 SOS/16/00813/FULH

**7 CRANLEIGH DRIVE, LEIGH-ON-SEA, SS9 1SX (Elms Ward)**

Erect single storey rear extension and alter elevations.

LOS/16/0163 SOS/16/00850/FULH

**32 VERNON ROAD, LEIGH-ON-SEA, SS9 2NG (Herschell Ward)**

Erect two storey rear extension, demolish existing garage and erect single storey side extension incorporating garage (amended proposal)

LOS/16/0165 SOS/16/00846/AMDT

**28 CRESCENT ROAD, LEIGH-ON-SEA, SS9 2PF (Thames Ward)**

Application to vary condition 2 to amend plan to install juliette balcony to rear, reduce single storey rear extension and remove chimney to side (minor material amendment to planning permission 14/00483/FULH dated 02/07/2014)

025. The Committee noted the following General Permitted Development Applications:

LOS/16/0156 SOS/16/00910/GPDE

**130 LEIGHTON AVENUE, LEIGH-ON-SEA, SS9 1PY (Elms Ward)**

Erect single storey rear extension, projecting 4.131M beyond the existing rear wall of the dwelling, 2.5M high to eaves and with a maximum height of 3.5M.

026. The Committee noted the following Lawful Development Certificates:

SOS/16/00709/CLP

**75 CHELTENHAM DRIVE, LEIGH-ON-SEA, SS9 3EQ (St James Ward)**

Rear dormer and parapet wall to single storey rear extension (lawful development certificate – proposed)

SOS/16/00736/CLP

**33 VERNON ROAD, LEIGH-ON-SEA, SS9 2NG (Herschell Ward)**

Hipped to gable roof extension with dormer to rear to form habitable accommodation in roof and install roof lights to front (lawful development certificate – proposed)

SOS/16/00756/CLP

**91 LEIGHAM COURT DRIVE, LEIGH-ON-SEA, SS9 1PT (Elms Ward)**

Dormer to rear with Juliette balcony and roof lights to front (lawful development certificate – proposed)

SOS/16/00750/CLP

**67 WOODFIELD PARK DRIVE, LEIGH-ON-SEA, SS9 1LN (Leigh Road Ward)**

Roof extension at rear to form habitable accommodation in roof and install roof lights to front (lawful development certificate – proposed)

SOS/16/00767/CLP

**47 COTTESMORE GARDENS, LEIGH-ON-SEA, SS9 2TF (Thames Ward)**

Hipped to gable roof extension and dormer to rear (lawful development certificate – proposed)

***Meeting closed at 8.22pm***



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Chairman: Cllr Carole Mulroney  
Vice Chairman: Cllr Helen Robertson  
Town Clerk: Paul Beckerson

## MINUTES OF THE MEETING OF THE PLANNING, HIGHWAYS & LICENSING COMMITTEE HELD ON TUESDAY, 28<sup>th</sup> JUNE 2016 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGHONSEA

Present: Cllrs: Helen Robertson (Chairman), Donald Fraser, Patrick Fox, Richard Herbert.

In Attendance: Abbie Cotterell (Receptionist & Junior Administrator), 1 member of the public until minute (032)

### ***The meeting opened at 7.30pm***

026. APOLOGIES FOR ABSENCE Cllrs: Karen Bowden, Caroline Parker, Jane Ward

027. DECLARATION OF MEMBERS' INTERESTS

**Cllr Richard Herbert declared a non-Pecuniary Interest in LOS/16/0170 (10 Canvey Road) as he knows a neighbour and LOS/16/0173 (5 Grand Drive) as he lives nearby.**

**Cllr Patrick Fox retrospectively declared a non-Pecuniary Interest in LOS/16/0091 (64 Undercliff Gardens) as he knows the applicant.**

028. MINUTES OF THE PREVIOUS MEETINGS

The Minutes of the Planning, Highways and Licensing Committee Meetings held on 17<sup>th</sup> May 2016 and 14<sup>th</sup> June were agreed and signed as a correct record.

029. The Committee noted the guidance for residents on planning applications

030. LICENSING APPLICATIONS

**None**

### SECTION 1

#### APPLICATIONS WHERE MEMBERS OF THE PUBLIC ATTEND AND REQUEST TO BE HEARD.

031. LOS/16/0168 SOS/16/00754/FUL  
**229-231 LEIGH ROAD, LEIGH-ON-SEA, SS9 1JA (Leigh Road Ward)**  
Erect additional floor to create one self-contained flat with balcony and layout parking to rear.

#### **Objection**

Out of keeping with the street scene, as nothing in Leigham Court Drive are 3 storeys and would be over bearing. It would also cause a loss of amenity space to neighbours by reduction in light.

***1 member of the public left the meeting***

SECTION 2

APPLICATIONS OF A CONTROVERSIAL NATURE OR WITH IMPLICATIONS FOR LEIGH AS WHOLE; LARGE SCALE DEVELOPMENTS OR THOSE AFFECTING THE PUBLIC REALM.

**None**

SECTION 3

APPLICATIONS WHERE THE COUNCIL HAS RECEIVED OBJECTIONS FROM THE PUBLIC OR THAT HAVE BEEN "CALLED IN" BY A COUNCILLOR FOR CONSIDERATION

032. LOS/16/0170 SOS/16/00940/FULH  
**10 CANVEY ROAD, LEIGH-ON-SEA, SS9 2NN (Thames Ward)**  
Erect single storey rear extension.

**No Objection**

033. LOS/16/0176 SOS/16/00906/FUL  
**THE PETER BOAT INN 27 HIGH STREET, LEIGH-ON-SEA, SS9 2EN (St Clements Ward)**  
Erect bin store to side.

**Objection**

Reduces the width of Alley Dock, which is a popular public highway. We also have concerns as to whether the land is owned by the Peter Boat.

034. LOS/16/0179 SOS/16/00990/AMDT  
**54 SOMERVILLE GARDENS, LEIGH-ON-SEA, SS9 1DF (Leigh Road Ward)**  
Application to vary condition 02 (approved plans) replace approved plans with plan numbers as2094.a, as2094.bay1a, as2094.04l, as2094.05k, as2094.06j, as2094.07h and as2094.08h (to modify roof), condition 03 (samples), condition 05 (landscaping) and condition 07 (renewable energy) (minor material amendment) of planning permission 13/01731/FUL (demolish existing garages, erect two storey side extension to south elevation and first floor side extension to north elevation, alter other elevations, convert into two semi-detached dwelling houses, extend existing vehicular access, and layout parking and amenity areas) dated 10.03.2014

**No Objection**

035. LOS/16/0173 SOS/16/00944/FULH  
**5 GRAND DRIVE, LEIGH-ON-SEA, SS9 1BG (St Clements Ward)**  
Demolish existing garage and erect part single, part two storey side extension, erect single storey rear extension, convert loft to habitable accommodation with juliette balcony to rear, refurbish existing first floor balcony and alter elevations.

**No Objection**

036. The committee had **no objection** to the following application:

LOS/16/0166 SOS/16/00851/FULH  
**4 WOODFIELD GARDENS, LEIGH-ON-SEA, SS9 1EW (Leigh Road Ward)**  
Form hipped to gable roof extension, dormer to rear with Juliette balcony and raise and alter roof on rear extension.

LOS/16/0169 SOS/16/00745/LBC  
**HERSCHELL HOUSE 87 LEIGH HILL, LEIGH-ON-SEA, SS9 1AR (St Clements Ward)**

Demolish existing single storey studio and erect single storey extension to west side, associated alterations to the western end of the listed building including change of fenestration to the south elevation and associated piling works.

LOS/16/0171 SOS/16/00942/FUL

**121A BROADWAY, LEIGH-ON-SEA, SS9 1PG (St Clements Ward)**

Replace windows to front, side and rear.

LOS/16/0172 SOS/16/00905/FUL

**THE PETER BOAT INN 27 HIGH STREET, LEIGH-ON-SEA, SS9 2EN (St Clements Ward)**

Install raised decking and raised planter's to front and side (part-retrospective).

LOS/16/0174 SOS/16/00942/FULH

**30 HAMBORO GARDENS, LEIGH-ON-SEA, SS9 2NR (Thames Ward)**

Erect single storey side and rear extension and install raised decking to rear.

LOS/16/0175 SOS/16/00927/FULH

**11 GLEN ROAD, LEIGH-ON-SEA, SS9 1EU (Leigh Road Ward)**

Erect single storey rear extension and alter elevations.

LOS/16/0177 SOS/16/00907/FUL

**THE PETER BOAT INN 27 HIGH STREET, LEIGH-ON-SEA, SS9 2EN (St Clements Ward)**

Erect single storey front extension.

LOS/16/0178 SOS/16/00976/FULH

**122 LEIGHTON AVENUE, LEIGH-ON-SEA, SS9 1PY (Elms Ward)**

Erect part single/part first floor rear extension.

LOS/16/0180 SOS/16/00970/FULH

**26 BUXTON AVENUE, LEIGH-ON-SEA, SS9 3UB (Highlands Ward)**

Erect first floor front and rear extension, alter elevations and extend existing vehicular access (amended proposal).

037. The Committee noted the following General Permitted Development Applications:

LOS/16/0167 SOS/16/01031/GPDE

**13 BAILEY ROAD, LEIGH-ON-SEA, SS9 3PJ (Highlands Ward)**

Erect single storey rear extension, projecting 3.6M beyond the existing rear wall of the dwelling, 3M high to eaves and with a maximum height of 3M.

038. The Committee noted the following Lawful Development Certificates:

SOS/15/01760/TEL

**02 TELECOMMUNICATIONS SITE AT 1565 LONDON ROAD, LEIGH-ON-SEA (Highlands Ward)**

Replace existing 10m dual-purpose telecommunications lamppost with 12.88m dual-purpose telecommunications lamppost with equipment cabinet and associated works.

SOS/15/01944/FUL

**83A ELM ROAD, LEIGH-ON-SEA, SS9 1SP (Elms Ward)**

Change of use from office (class B1 (a)) to self-contained flat (class C3).

SOS/16/00043/REFN

**104 SALISBURY ROAD, LEIGH-ON-SEA, SS9 2JN (Herschell Ward)**

Demolish existing dwelling houses at 104 - 106 Salisbury Road, erect three detached dwelling houses and form additional vehicular access onto Salisbury Road (amended proposal)

**Meeting closed at 8.08pm**



# Leigh-on-Sea Town Council

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Chairman: Cllr Carole Mulroney  
Vice Chairman: Cllr Helen Robertson  
Town Clerk: Paul Beckerson

## MINUTES OF THE MEETING OF THE PLANNING, HIGHWAYS & LICENSING COMMITTEE HELD ON TUESDAY, 12<sup>th</sup> July 2016 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGHONSEA

Present: Cllrs: Donald Fraser (Chairman), Patrick Fox, Caroline Parker

In Attendance: Abbie Cotterell (Receptionist & Junior Administrator), 1 member of the public until minute (044)

### ***The meeting opened at 7.33pm***

039. APOLOGIES FOR ABSENCE Cllrs: Karen Bowden, Richard Herbert, Helen Robertson, Jane Ward

040. DECLARATION OF MEMBERS' INTERESTS

**Cllr Donald Fraser declared a Pecuniary Interest in LOS/16/0188 (17 Burnham Road) as it's his son's property.**

041. MINUTES OF THE PREVIOUS MEETINGS

The Minutes of the Planning, Highways and Licensing Committee Meetings held on 28<sup>th</sup> June were agreed and signed as a correct record.

042. LICENSING APPLICATIONS

None

### SECTION 1

#### APPLICATIONS WHERE MEMBERS OF THE PUBLIC ATTEND AND REQUEST TO BE HEARD.

043. LOS/16/0193 SOS/16/01100/FUL  
**GARAGES ADJOINING 56 DAWLISH DRIVE, LEIGH-ON-SEA, SS9 1QX (Elms Ward)**  
Demolish existing garage and erect dwellinghouse on land adjacent to 56 Dawlish Drive, layout parking to front and amenity space at rear.

#### **Objection**

Loss of light and over bearing to an adjoining property. It is also out of keeping with the street scene.

***1 member of the public left the meeting***

### SECTION 2



APPLICATIONS OF A CONTROVERSIAL NATURE OR WITH IMPLICATIONS FOR LEIGH AS WHOLE; LARGE SCALE DEVELOPMENTS OR THOSE AFFECTING THE PUBLIC REALM.

**None**

SECTION 3

APPLICATIONS WHERE THE COUNCIL HAS RECEIVED OBJECTIONS FROM THE PUBLIC OR THAT HAVE BEEN "CALLED IN" BY A COUNCILLOR FOR CONSIDERATION

044. LOS/16/0185 SOS/16/01002/FULH  
**18 HILLSIDE ROAD, LEIGH-ON-SEA, SS9 2DT (St Clements Ward)**  
Erect part single storey side and rear extension, roof light to front and alter elevations.

**No Objection** subject to meeting the Conservation Area guidelines.

045. LOS/16/0189 SOS/16/01092/FULH  
**146 WESTERN ROAD, LEIGH-ON-SEA, SS9 2PL (Thames Ward)**  
Demolish existing rear extension and erect a two storey side and rear extension with balcony to rear, demolish existing detached garage and erect replacement outbuilding with carport.

**No objection**

046. LOS/16/0191 SOS/16/00954/FUL  
**97 SALISBURY ROAD, LEIGH-ON-SEA, SS9 2JN (Herschell Ward)**  
Demolish existing bungalow, erect two semi-detached dwellings and install hardstanding with vehicular access onto Salisbury Road (amended proposal).

**Objection**

- Leigh Town Council regrets the loss of a bungalow from the Borough's limited supply
- The proposal is an overdevelopment
- There will be a loss of on-street parking in a road that already suffers from parking stress
- Traffic stress will increase due to excessive vehicles in the road, posing greater danger to the school children who attend nearby schools.

047. LOS/16/0192 SOS/16/01108/AMDT  
**92 MARINE PARADE, LEIGH-ON-SEA, SS9 2NL (Thames Ward)**  
Application to vary condition 02 (approved plans) replace plan numbers 14493\_08a and 09a with new plan numbers 14493\_08e and 09j to erect pitched roof to first floor rear extension (minor material amendment to planning permission 15/00812/fulh dated 15th july 2015 (retrospective) (amended proposal)  
Condition number(s): condition number 2

Conditions(s) removal:

Sloping remove raised to suit existing eaves level, and gable to flank wall in view of the existing hip construction. Please see attached planning statement.  
Sloping remove raised to suit existing eaves level, and gable to flank wall in view of the existing hip construction. See attached proposed plans.

**Objection**

Leigh Town Council object to the proposal to remove the conditions

048. LOS/16/0194 SOS/16/01126/FUL  
**50 VERNON ROAD, LEIGH-ON-SEA, SS9 2NG (Herschell Ward)**

Demolish existing garage and erect dwellinghouse adjacent to NO. 50 Vernon Road, layout amenity space and parking, extend existing vehicle crossover onto Vernon Road (amended proposal)

**No objection**

049. LOS/16/0195 SOS/16/00841/FUL  
**ORCHARD MOTOR CO 1771 LONDON ROAD, LEIGH-ON-SEA, SS9 2ST (Highlands Ward)**

Erect two storey block of 8 self-contained flats, lay out parking, amenity areas, cycle and refuse stores.

**No objection**

050. The committee had **no objection** to the following applications:

LOS/16/0181 SOS/16/01008/FULH

**55 BAILEY ROAD, LEIGH-ON-SEA, SS9 3PJ (Highlands Ward)**

Demolish existing garage and erect pitched roof garage with room in roof and dormer to side.

LOS/16/0182 SOS/16/00977/FULH

**TOUSLANDS 93 BONCHURCH AVENUE, LEIGH-ON-SEA, SS9 3AS (Bonchurch Ward)**

Demolish existing garage and erect pitched roof garage with room in roof and dormer to side.

LOS/16/0183 SOS/16/01043/FULH

**49 MARINE AVENUE, LEIGH-ON-SEA, SS9 2JD (Herschell Ward)**

Erect single storey rear extension.

LOS/16/0184 SOS/16/01027/FULH

**62 WALKER DRIVE, LEIGH-ON-SEA, SS9 3QR (Highlands Ward)**

Erect part single/part two storey rear extension.

LOS/16/0186 SOS/16/00992/FUL

**30 CLIFF PARADE, LEIGH-ON-SEA, SS9 1BB (St Clements Ward)**

Convert 30 and 31 Cliff Parade into a single dwelling house, erect porch to front and balcony at first floor.

LOS/16/0187 SOS/16/01079/FULH

**31 MEDWAY CRESCENT, LEIGH-ON-SEA, SS9 2UX (Thames Ward)**

Erect single storey rear extension.

LOS/16/0188 SOS/16/01080/FULH

**17 BURNHAM ROAD, LEIGH-ON-SEA, SS9 2JU (Herschell Ward)**

Erect single storey rear extension.

LOS/16/0190 SOS/16/01091/FUL

**ADJACENT 64 HIGH STREET, LEIGH-ON-SEA, SS9 2EP (St Clements Ward)**

Erect kiosk to South West boundary (amended proposal).

051. The Committee noted the following Lawful Development Certificates:

SOS/16/00788/CLP

**154 SOUTHSEA AVENUE, LEIGH-ON-SEA, SS9 2BJ (Elms Ward)**

Single storey rear and side extension, rear roof extension with juliette balcony to form habitable accommodation (Lawful Development Certificate – Proposed)

SOS/16/00926/CLP

**11 GLEN ROAD, LEIGH-ON-SEA, SS9 1EU (Leigh Road Ward)**

Convert loft into habitable accommodation with roof extension to rear and roof lights to front (Lawful Development Certificate – Proposed)

SOS/16/01081/CLP

**17 BURNHAM ROAD, LEIGH-ON-SEA, SS9 2JU (Herschell Ward)**

Hipped to gable roof to form habitable accommodation (Lawful Development Certificate – Proposed)

SOS/16/01020/CLP

**3 DARENTH ROAD, LEIGH-ON-SEA, SS9 2UU (Thames Ward)**

Single storey rear and side extensions (Lawful Development Certificate – Proposed)

SOS/16/01058/CLP

**34 EATON ROAD, LEIGH-ON-SEA, SS9 3PF (Highlands Ward)**

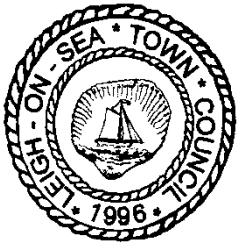
Single storey side extension (Lawful Development Certificate – Proposed)

SOS/16/01028/CLP

**62 WALKER DRIVE, LEIGH-ON-SEA, SS9 3QR (Highlands Ward)**

Single storey outbuilding (Lawful Development Certificate – Proposed)

***Meeting closed at 8.14pm***



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Chairman: Cllr Carole Mulroney  
Vice Chairman: Cllr Helen Robertson  
Town Clerk: Paul Beckerson

## MINUTES OF THE MEETING OF THE COMMUNITY FACILITIES COMMITTEE HELD ON 7TH JUNE 2016 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Richard Herbert (Chairman), Carole Mulroney, Declan Mulroney, Valerie Morgan, Ron Owen, Caroline Parker (until minute 11), Helen Robertson and Vivien Rosier

In attendance: Cllrs: Karen Bowden (until minute 16), Patrick Fox (until minute 11), Donald Fraser, Graham Davison (Facilities Manager), Francesca Smith (Community Centre Administrator) and Helen Symmons (Acting Town Clerk)

### ***The meeting opened 7.30pm***

#### 3. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the first CFC meeting of the Council year.

#### 4. APOLOGIES FOR ABSENCE

There were none.

#### 5. DECLARATION OF MEMBERS' INTERESTS

Cllr Carole Mulroney declared a non-pecuniary interest in Agenda item 7, Strand Wharf, being a Borough Councillor and member of the Leigh Society.

Cllr Declan Mulroney declared a non-pecuniary interest in Agenda item 7, Strand Wharf, being a member of the Leigh Society.

#### 6. APPROVAL OF MINUTES OF THE MEETING OF 5<sup>TH</sup> APRIL 2016

The minutes of the meeting of 5<sup>th</sup> April 2016 were agreed and signed by the Chairman.

#### 7. PUBLIC REPRESENTATIONS

There were none.

### **COMMUNITY FACILITIES**

#### 8. SKATE PARK – **Agenda item 6**

The content of Report 2596/HS was **NOTED** and discussed. Anyone interested in being a part of the project from outside the Council should be encouraged. The T&FG are to meet and develop an action plan with recommendations.

#### 9. STRAND WHARF– **Agenda item 7**

The Acting Town Clerk provided a verbal update on the progress of the Strand Wharf project.

There was a discussion with regard to the establishment of the proposed lease for the site. A confidential report will be submitted to P&R Committee 5<sup>th</sup> July.

No definitive information was submitted with regard to memorial plaques. The Acting Town Clerk will now research and submit a report at the next meeting for a decision to be made.

The Committee **RESOLVED** the Terms and Conditions document for Strand Wharf.

<b>COMMUNITY CENTRE</b>
-------------------------

10. LCC PRICING STRUCTURE - **Agenda item 8**

The Council noted the proposed new structure and were advised of the analysis undertaken in making the recommendations. Following the analysis the Large Rooms & Café regular hirer rate should be £11 per hour. The new prices are to be implemented with effect from 1<sup>st</sup> April 2017. The Wedding package prices are to be implemented with immediate effect.

The Committee **RESOLVED** the pricing structure with the amended Large Rooms & Café regular hirer rate.

Thanks were recorded to the Community Centre Administrator for increasing the use of the Centre.

11. COMMUNITY CENTRE ADMINISTRATOR'S REPORT

The Committee **NOTED** the report and wished the Community Centre Administrator well for her imminent motherhood.

12. FACILITIES MANAGER'S REPORT

This was a verbal report with the following noted:

**RECOMMENDED and RESOLVED** that a new lift contractor be appointed for £325 + VAT per annum

Curtains in Room 7 now complete

Front door has been overhauled

Heating control system fitted

Flooding issue at the rear of the Centre will be resolved by jet washing drains

An Apprentice has been working at the Centre for a month. A new part time caretaker has been appointed.

Work will be commencing imminently on the ground floor gentlemen's toilets

Awaiting paint for the decoration of the café.

13. COMMUNITY CENTRE REFURBISHMENT PROJECT

The Committee **RESOLVED** to use an intern to create a Business Plan subject to the right person being employed with a full briefing. This is to be **REFERRED** to P&R Committee 5<sup>th</sup> July 2016.

14. LORNA & LOTTIE'S REPORT

The Committee **NOTED** the report

15. REQUEST FROM SBC TO USE CENTRE AS A FUNCTION REST CENTRE

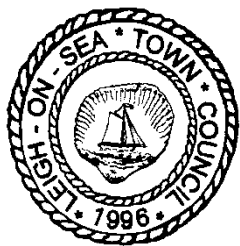
The Committee **RESOLVED** the request and **NOTED** the Acting Town Clerk will liaise with SBC.

<b>FINANCIAL</b>
------------------

16. BUDGET REPORT

The Committee **NOTED** the financial information.

***The meeting closed at 8.30 p.m.***



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Chairman: Cllr Carole Mulroney  
Vice Chairman: Cllr Helen Robertson  
Town Clerk: Paul Beckerson

## MINUTES OF THE MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE HELD AT 7.30PM ON TUESDAY 21<sup>ST</sup> JUNE 2016 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Valerie Morgan (Chairman), Karen Bowden, Fr. Clive Hillman, Carole Mulroney, Caroline Parker (until minute 13), Helen Robertson and Vivien Rosier

Also in attendance: Cllrs Donald Fraser, Richard Herbert plus Helen Symmons (Acting Town Clerk) and three members of the public (until minute 13)

### ***The meeting opened at 7.30 pm***

#### 3. CHAIRMAN'S OPENING REMARKS

The new Chairman welcomed members to her first meeting.

#### 4. APOLOGIES FOR ABSENCE

Cllr Patrick Fox

#### 5. DECLARATIONS OF MEMBERS' INTERESTS

***There were none***

#### 6. TO APPROVE MINUTES OF THE MEETING ON 19<sup>TH</sup> APRIL 2016 AND 17<sup>TH</sup> MAY 2016

The minutes of 19<sup>th</sup> April 2016 and 17<sup>th</sup> May 2016 were **AGREED** as a correct record and signed by the Chairman.

#### 7. MINUTES OF COMMUNITY TRANSPORT TASK & FINISH GROUP MEETING 19<sup>TH</sup> APRIL 2016

The Committee **NOTED** the minutes and Cllr Fraser reported on recent trips.

#### 8. PUBLIC REPRESENTATIONS

There were none.

### **EVENTS**

#### 9. EVENT REPORT

The Committee **NOTED** the report. A card of appreciation from the Committee will be sent to the CCA for making the 90 for 90 event so successful.

### **ALLOTMENTS**

#### 10. REVIEW OF ALLOTMENTS PDG FORMAT – **Agenda Item 8**

It was agreed that the format works well and the members of public from MDAS agreed. However the group is more a forum for discussion between the Council and Allotment Societies.

Following a proposal (Cllr. Fr. Hillman, seconded Cllr Mulroney), the Committee **RESOLVED** to call the group the Allotment Association Liaison Group (AALG).

11. ANNUAL SERVICE AGREEMENT REVIEW – **Agenda Item 9**

There are no issues with the Agreements from LTC but following a proposal (Cllr Mulroney, seconded Cllr. Fr. Hillman) the Committee **RESOLVED** to refer the Agreement to AALG for comment.

12. ALLOTMENT RENT REVIEW – **Agenda Item 10**

The recommendation to increase rents was discussed in detail and following a proposal (Cllr Fr. Hillman, seconded Cllr Parker) the Committee **RESOLVED** to increase the rents as per Appendix 3 from September 2017.

Following a proposal (Cllr Mulroney, seconded Cllr Bowden), the Committee **RESOLVED** to accept the recommendation regarding water rates, that no increase be made to the water rate charge for 2016/17.

<b>REFERRALS FROM OTHER COMMITTEES</b>
--

13. ACTION PLAN PROFORMA

Suggestions for inclusion on the pro-forma were presented and discussed. It was agreed that input needs to come from members but there were reservations with regard to the format as the work of E&L is mainly cyclical without any major projects.

The Committee in light of the two major projects being considered by Council felt it appropriate to work with CFC and to highlight to P&R that the wording of the strategic aims could be simplified.

The Acting Town Clerk had completed an action plan earlier in the year for each Committee and Cllr Fr. Hillman and Cllr Rosier volunteered to use the section of this action plan relating to E&L but fit it into the new format required by P&R. This will be presented at the next meeting.

<b>OTHER E &amp; L MATTERS</b>
--------------------------------

14. ENVIRONMENT & LEISURE BUDGET 2016/17

The Committee **NOTED** the financial information.

15. OTCG REVIEW

Background to the formation of the group was provided and it was noted that attendance to the meetings was minimal despite being a forum for all residents, businesses and associated groups in the Old Town.

The Committee felt it appropriate to engage in consultation and an appropriate questionnaire will be distributed.

16. NEW BLUE DEAL WORKSHOP

The Committee **NOTED** the report.

***The meeting closed at 8.52 pm***



<b>Allotment Rent 2017/18</b>									
	<b>Starter Plot (A/B/C)</b>			<b>Half Plot (E/W)</b>			<b>Full Plot</b>		
	Rent	Water	<b>Total</b>	Rent	Water	<b>Total</b>	Rent	Water	<b>Total</b>
<b>over retirement</b>	£9.00	£2.00	<b>£11.00</b>	£14.00	£3.00	<b>£17.00</b>	£27.00	£6.00	<b>£33.00</b>
<b>Full</b>	£18.00	£2.00	<b>£20.00</b>	£27.00	£3.00	<b>£30.00</b>	£53.00	£6.00	<b>£59.00</b>
<b>Tenacy Deposits</b>		<b>£15.00</b>			<b>£25.00</b>			<b>£50.00</b>	
<b>Key Charges</b>		<b>£5.00</b> Leigh Site and Manchester Drive Site							
		<b>£10.00</b> Marshall Close Site							



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Chairman: Cllr Carole Mulroney  
Vice Chairman: Cllr Helen Robertson  
Town Clerk: Paul Beckerson

## MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON TUESDAY 5<sup>TH</sup> JULY 2016 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Donald Fraser, Carole Mulroney, Declan Mulroney, Valerie Morgan and Helen Robertson

In Attendance: Helen Symmons (Acting Town Clerk)

### ***The meeting opened at 7.30pm***

#### 3. CHAIRMAN'S OPENING REMARKS

With advance apologies for absence having been received from the appointed Chairman and Vice Chairman of the Committee then in accordance with Standing Order 3(o), Cllr Carole Mulroney was chosen by the Councillors present to preside as Chairman for the meeting.

#### 4. APOLOGIES FOR ABSENCE

Cllrs: Richard Herbert, Caroline Parker and Jane Ward

#### 5. DECLARATION OF MEMBERS' INTERESTS

***Cllr C Mulroney declared a non-pecuniary interest in Agenda item 7 for the Leigh Maritime Museum (as part of the steering group) and Leigh Port Partnership (Secretary). Cllr Mulroney further declared a non-pecuniary interest in Agenda item 12 as a Borough Councillor.***

***Cllr D Mulroney declared a non-pecuniary interest in Agenda item 12 (as Committee member of Leigh Society)***

#### 6. APPROVAL OF THE MINUTES

The minutes of the meetings 3<sup>rd</sup> and 17<sup>th</sup> May 2016 were agreed and signed by the Chairman.

#### 7. PUBLIC REPRESENTATIONS

There were none

### POLICY

#### 8. REVIEW OF STANDING ORDERS AND TERMS OF REFERENCE – **Agenda Item 6**

After discussion, it was confirmed that Task and Finish Groups would now be incorporated into the Project Development Groups that Committees could call in the months when their Committee was not convening to discuss any matters or projects. Any independent work relating to a project could be reported to the PDG or Standing Committee direct.

The Committee **RESOLVED** both the revised Standing Orders and Terms of Reference and **RECOMMEND** them to Council for approval.

9. GRANT AWARDS – **Agenda Item 7**

The Committee **RESOLVED** to award £132 to Endeavour Trust and £500 to Lions Club of Leigh.

***Cllr C Mulroney left the meeting***

Under Standing Order 3 (o), the Committee chose Cllr Fraser as Chairman.

The Committee **RESOLVED** to award £99 to Leigh Maritime CIC and £84 to Leigh Port Partnership.

***Cllr C Mulroney returned to the meeting and resumed as Chairman***

10. REVIEW OF ACTON PLAN - **Agenda item 8**

Following a proposal (Cllr C Mulroney, seconded Cllr Fraser), the Committee **RESOLVED** to defer the review of the Action plan to the next meeting when the appointed Chairman would be present.

<b>REFERENCES FROM P&amp;R GROUPS AND OTHER COMMITTEES</b>
--

11. CO-OPTION OF COUNCILLORS – PROCEDURE POLICY – **Agenda item 9**

Following a discussion regarding the process, and a proposal (Cllr Morgan, seconded Cllr Robertson), the Committee **RESOLVED** to amend the speaking time of 5 minutes to a maximum of 3 minutes.

The Committee **RESOLVED** the policy with the amendment and **RECOMMEND** it be submitted to Council for adoption.

12. VOLUNTEER PDG – **Agenda item 10**

The Committee **RESOLVED** to defer this item for the appointed Chairman's return.

13. LOGO T&FG – **Agenda item 11**

Following a proposal (Cllr C Mulroney, seconded Cllr Robertson), the Committee **RESOLVED** that no further action be taken with regard to changing the logo.

14. STRAND WHARF LEASE

The Committee **NOTED** the deferment.

15. INTERN PROGRAMME

Following a proposal (Cllr Fraser, seconded Cllr Owen), the Committee **RESOLVED** that the Acting Town Clerk be given delegated authority to progress the appointment of an intern in consultation with the Chairman of Council in view of the appointed P&R Chairman being away until late August.

<b>RESOURCES</b>
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16. STAFF

The Committee **NOTED** the report, additional information that the temporary Receptionist/Administrator is a part time position and the good news with regards to the CCA becoming a mother over the weekend.

17. QUARTERLY FINANCE CHECK AND BANK RECONCILIATION CHECKS –**Agenda item 15**

The Committee **RESOLVED** to undertake the checks on a rota basis for continuity. Cllr Morgan and Owen will train with Cllr Fraser in July with regards to the Finance check and Cllr D Mulroney

will train with Cllr Owen for the Bank Reconciliation. They will then train other Committee members thereafter.

18. COMMITTEE AND COUNCIL BUDGETS

The Committee **NOTED** the item.

19. TO NOTE INCOME AND APPROVE EXPENDITURE SINCE THE LAST MEETING – **Agenda item 17**

The Committee **NOTED** the income.

The Committee **RESOLVED** to **RECOMMEND the expenditure to Council.**

20. BANK ACCOUNT BALANCES

The Committee **NOTED** the balances.

21. INTERNAL AUDIT REPORT

The Committee were delighted to receive this very good report and thanks were extended to the Finance Team

***The meeting closed at 8.25 pm***

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# Leigh-on-Sea

# Town Council -

# Standing Orders

## 1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded and a report with sufficient information to be used in the debate circulated in writing with the agenda.
- c A motion on the agenda that is not moved by its proposer or another Councillor may be treated by the Chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer, or seconder, **but** only with the consent of the seconder ~~and~~ **or** the proposer.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the motion as amended becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairman of the meeting, is expressed in writing to the Chairman.
- h A Councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated

at a time, the order of which shall be directed by the Chairman of the meeting.

- k One or more amendments may be discussed together if the Chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A Councillor may not move more than one amendment to an original or substantive motion.
- m The mover of a motion or an amendment has a right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chairman of the meeting, a Councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another Councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.
- p During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall, with the advice of the Proper Officer if required, identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask **that** a person to be no longer heard or **to** leaves **s** the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.



- s Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the Chairman of the meeting.
- u Any member who considers they will take longer than 5 minutes **to present their views** shall submit **them in writing to the Proper Officer for circulation to Councillors** ~~the content of their paper~~ 24 hours in advance of the meeting to enable members to consider the submission.

## 2. Disorderly conduct at meetings



- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any Councillor or the Chairman of the meeting may move that the person be no longer heard or **shall be** excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### 3. Meetings generally

- Full Council meetings
- Committee meetings
- Sub-committee meetings

- a **Meetings shall not take place in the part of the premises which at the time of the meeting is used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for of a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- ■ d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e ~~The Chairman may at any time adjourn the meeting to permit~~ Members of the public ~~to~~ **may** make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above is at the Chairman's discretion and shall not exceed 15 minutes unless directed by the Chairman of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall speak only once and shall not speak for more than 3 minutes unless permitted to do so by the Chairman.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated when speaking.



- j A person who speaks at a meeting shall direct his comments to the Chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking.


-   l **Filming, photographing or audio recording of proceedings, and/ or commentary on proceedings, for the purposes of reporting is allowed at any public meeting of the Council and its committees by any person attending. Any communication methods, including the internet, may be used to broadcast, transmit, publish, post or otherwise share this reporting with persons not present, either during the meeting or later.**


As a courtesy, those persons planning to make a visual or audio recording of proceedings and/ or commentary for broadcast, transmission or otherwise sharing, either during a meeting or later, are requested to liaise with the Town Clerk (or Council officer acting in that capacity) before the meeting begins. Officers will notify the meeting's Chairman, in order that all attendees can be informed before the recording, broadcast or transmission begins.




The Chairman of the meeting will ask for any recording, broadcasting or transmitting to be undertaken in such a way that it is not disruptive or distracting to the good order and conduct of the meeting. In the case of disorderly conduct, persons may be excluded from public meetings, or public proceedings may be suspended in accordance with the relevant Standing Order/s.

**Recording for broadcast, transmission or otherwise sharing with persons not present, either during the meeting or later, must cease if the meeting resolves to move into confidential session as per the Public Bodies (Admission to Meetings) Act 1960. In these cases, the proceedings of the confidential session will be reported as per the ~~Public Bodies (Admission to Meetings) Act 1960~~ the provisions of that Act**

-   m **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

-  n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).**

-  o **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**

-    p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.**



- q **The Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

*See standing orders 6(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*

- r **Unless standing orders provide otherwise, voting on a question shall be by a show of hands** or, if at least two members so request, by signed ballot provided there has not been a request for a recorded vote. **At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- s The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
  - ii. the names of Councillors present and absent;
  - iii. interests that have been declared by Councillors and non-Councillors with voting rights;
  - iv. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held **relevant** interests in were being considered;
  - v. if there was a public participation session; ~~and~~
  - vi. the resolutions made.
- and** may include a brief resume of any debate at the minute takers discretion in consultation with the Chairman **and a** view expressed by a Councillor on his request should be included in the minutes.



- t **A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**



- u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4e(vii) below for the quorum of a committee or sub-committee meeting.*



- v **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting. <sup>1</sup>

- w A meeting shall not exceed a period of 3 hours **unless a motion is passed to suspend this Standing Order.**

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<sup>1</sup> For Planning, Licensing & Highways see Terms of Reference

## 4. **Standing** Committees and sub-committees

- a Unless the Council determines otherwise, a **Standing** Committee may appoint a Sub-Committee whose terms of reference and members shall be determined by the Committee.
- b The members of a **Standing** Committee may include non-Councillors unless it is a Committee which regulates and controls the finances of the Council.
- c ~~Unless the Council determines otherwise, all the members of an advisory Committee and a Sub-committee of the advisory committee may be non-Councillors.~~
- d Non-Councillor members of a **Standing** Committee may not vote on any financial matter or matters of Council policy.
- e The Council may appoint Standing Committees ~~or other committees~~ as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full Council;
  - iii. shall permit a **Standing** Committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to **the provisions of this** Standing Orders 4(b) and (c) above, appoint and determine the terms of office of members of such a **Standing** Committee;
  - v. shall, after it has appointed the members of a standing committee, shall adjourn the meeting to allow the standing committee to select its Chairman;
  - vi. ~~shall permit a committee, to appoint its own Chairman at the first meeting of the committee;~~
  - vii. shall determine the place, notice requirements and quorum for a meeting of a **Standing** Committee and a Sub-Committee which shall be no less than three;
  - viii. shall determine if the public may participate at a meeting of a **Standing** Committee;
  - ix. shall determine if the public and press are permitted to attend the meetings of a Sub-Committee and also the advance public notice requirements, if any, required for the meetings of a Sub-Committee;
  - x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xi. may dissolve a **Standing** Committee.
- e The Chairman and Vice Chairman of the Council will be ex-officio members of all **Standing** Committees and Sub-Committees unless they signify they do not wish to

serve and if so signified the place shall be filled by the election of another member.

## ~~5. Advisory Committee and Working Parties, Policy **Project** Development Groups & Task & Finish Groups (WPs)~~

- ~~a. The Council may appoint advisory committees comprised of a number of Councillors and non-Councillors, unless the Council determines otherwise.~~
- ~~b. Advisory committees and any advisory sub-committees may consist wholly of persons who are non-Councillors.~~

### **PDG's N.B. THESE WILL BE RE-NUMBERED WHEN RESOLVED**

- a. Every Standing Committee shall have a PDG (a discussion and not a decision making group) comprising the members of the Standing Committee to be chaired by the Chairman of the Standing Committee which shall meet and discuss matters relating to the Standing Committee and prepare reports and recommendations to the Standing Committee. These groups are not open to the public or press.**
- ~~c. Every committee may appoint working parties (WPs) whose terms of reference and members shall be determined by resolution of the committee.~~
- ~~d. Where a WP **Notice of a PDG** reports directly to Council, rather than to the Committee that formed it because of timing issues, then notice of the time, date, place and business is to be notified **given to ALL Councillors preferably two weeks in advance of the proposed meeting date. Meetings will be held at the Town Council's offices.**~~
- ~~e. The membership and size of WPs is normally by election, selection or appeal for volunteers, and is set by the committee. A convener will be nominated, whose role, it is to call meetings, notify the Chairman of the committee to which the WP reports and the Proper Officer of the day, time and place of a WP meeting for circulation to all Councillors and ensure that a report is issued. The convener frequently, but not always, chairs the WP.~~
- ~~f. WPs do not have to meet at the Town Council's offices.~~
- g. PDG's WPs may co-opt members, not necessarily Councillors, either **on an annual basis** permanently or for specific meetings. Any Councillor may attend and speak at any **PDG WP** meeting, even if not a member of that **WP PDG**, but without voting rights.**
- ~~h. The Proper Officer or an appropriate officer will attend **PDG** meetings if available and required.~~
- ~~i. Each meeting of a **PDG** will produce a written report **to go for the Agenda of the next meeting of the relevant Standing Committee** to members of the WP and Chairman of the committee to which it reports as soon as possible after a meeting and then to the committee that set it up. If the Proper Officer or appropriate officer is present, **they** will produce the report, but if not, ~~then~~ it is the responsibility of the convener **PDG Chairman** to write the report and send it to the Proper Officer ~~so that the report is on the agenda for the next committee meeting.~~~~

- j. If the **PDG WP** requires action to be taken, it will make a recommendation to the **relevant Standing Committee**. That recommendation will be typed in bold within the report of the meeting, as in 5(i) above.
- k. In the event that there is a disagreement over **PDG WP** recommendations, or whether another person is co-opted, it will be decided by a vote of those members present, with the Chairman of the **PDG WP** having a casting vote.
- l. No power can be delegated to a **PDG WP**, (Council can only delegate power to **Standing Committees**, Sub-Committees or officers of the Council) ~~but power can be delegated to the Proper Officer in consultation with the **PDG WP**.~~
- m. The views of PDGs and T&FGs **are advisory only but can aid in any decision making of** ~~will be used to inform the decision of~~ **Standing Committees** and officers with delegated authority. ~~That, for clarity, these are discussion groups not decision making Committees and attendance is restricted to Councillors, co-opted members and interested parties at the discretion of the Chairman unless otherwise designated. Only appointed members of the Group will be able to vote.~~

## 6. Ordinary Council meetings

- a. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- b. **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
- c. **If no other time is fixed, the annual meeting of the Council shall take place at 7.30pm.**
- d. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.** Additional meetings of the Council shall **normally** take place on **Tuesdays** ~~the second Wednesday in all other months except August.~~ **as per the timetable approved annually at the Annual Council Meeting.**
- e. **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman of the Council.**
- f. **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g. **The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h. **In an election year, if the current Chairman of the Council has not been re-elected**



**as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**

- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
  
- j Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the **Annual Council Meeting** ~~annual meeting of the Council~~, the business of ~~the annual~~ **that** meeting shall include:
  - I. **In an election year, delivery by the Chairman of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
  - II. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - III. Receipt of the minutes of the last meeting of a **Standing** committee;
  - IV. Consideration of the recommendations made by a **Standing** committee;
  - V. Review of delegation arrangements to **Standing Committees**, Sub-Committees, staff and other local authorities;
  - VI. Review of the terms of reference for committees;
  - VII. Appointment of members to existing committees;
  - VIII. Appointment of any new committees in accordance with standing order 4 above;
  - IX. Review and adoption of appropriate standing orders and financial regulations;
  - X. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
  - XI. Review of representation on or work with external bodies and arrangements for reporting back;
  - XII. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - XIII. Review of inventory of land and assets including buildings and office equipment;
  - XIV. Confirmation of arrangements for insurance cover in respect of all insured risks;
  - XV. Review of the Council's and/or staff subscriptions to other bodies;
  - XVI. Review of the Council's complaints procedure;
  - XVII. Review of the Council's procedures for handling requests made under

the Freedom of Information Act 2000 and the Data Protection Act 1998;

- XVIII. Review of the Council's policy for dealing with the press/media; and
- XIX. Determining the time and place of ordinary meetings of the Council and committees up to and including the next annual meeting of full Council.

## 7. Extraordinary meetings of the Council and **Standing Committees** and Sub-Committees

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two Councillors.**
- c The Chairman of a **Standing Committee** [or a Sub-Committee] may convene an extraordinary meeting of the **Standing Committee** [or the Sub-Committee] at any time.
- d If the Chairman of a **Standing Committee** or a Sub-Committee does not or refuses to call an extraordinary meeting within 7 clear working days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the **Standing Committee** ~~or and the~~ Sub-Committee may convene an extraordinary meeting of a **Standing Committee** and a Sub-Committee. **The public notice giving the time, place and agenda for such a meeting must be signed by the two Councillors.**

## 8. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least six Councillors to be given to the Proper Officer in accordance with standing order 10 below, or by a motion moved in pursuance of the recommendation of a **Standing Committee** or a Sub-Committee.
- b When a motion moved pursuant to standing order 8(a) above has been disposed of, no similar motion may be moved within a further six months.

## 9. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairman of the meeting.

## 10. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c ~~A motions~~ may not go direct to Council, unless the Proper Officer and the Chairman agree that the matter is of such urgency that it cannot go through the committee process.
- d If a motion specified in the agenda is not moved either by the member who gave notice of it or by any other Councillor, it shall, unless postponed by the Council be treated as withdrawn and shall not be moved without fresh notice.
- e If a motion fails at **Standing Committee**, it will be recorded as such in the minutes. When the **Standing Committee** minutes are reported to Council, the mover of the motion may ask that the matter be reconsidered and voted upon. For the sake of clarification, the minutes of the meeting which contain the failed motion shall constitute the written notice under SO 10(a) and the mover of the motion shall give prior notice to the Chairman of the relevant **Standing Committee**.
- f The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10(b) above, correct obvious grammatical or typographical errors in the wording of the motion.

- g If the Proper Officer considers the wording of a motion received in accordance with standing order 10(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 5 clear days before the meeting.
- h If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- i Subject to standing order 10(h) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- j Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- k Motions rejected shall be recorded in a book for that purpose with the explanation by the Proper Officer for their rejection.

## 11. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to determine matters arising from the consideration of reports from officers, **Standing** Committees or Sub-Committees which are included in the agenda;
  - v. to refer a motion to a particular **Standing** Committee or Sub-Committee;
  - vi. to appoint a person to preside at a meeting;
  - vii. to change the order of business on the agenda;
  - viii. to proceed to the next business on the agenda;
  - ix. to require a written report;
  - x. to appoint a **Standing** Committee or Sub-Committee and their members;
  - xi. to extend the time limits for speaking;
  - xii. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - xiii. to not hear further from a Councillor or a member of the public;
  - xiv. to exclude a Councillor or member of the public for disorderly conduct;
  - xv. to temporarily suspend the meeting;
  - xvi. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
  - xvii. to adjourn the meeting; or
  - xviii. to close a meeting.

## 12. Questions

- a A Councillor may seek an answer to a question concerning any business of the Council provided 5 clear days' notice of the question has been given to the Proper Officer.
- b Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- c Every question shall be put and answered without discussion.

## 13. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.
- c When a meeting is convened to discuss items under SO 24(a) all matters discussed shall be confidential to the members at the meeting and shall not be disclosed to any other Councillor, Staff Member or the public, any disclosure will constitute a breach of confidentiality.

## 14. Draft minutes

- a ~~The~~ If the draft minutes of a preceding meeting ~~will be placed on the Council's website immediately they are produced. Hard copies have been~~ shall be served on Councillors with the Council agenda. ~~to attend the meeting at which they Council minutes are due to be approved for accuracy and the Standing Committees minutes due to be presented, and they~~ and shall be taken as ~~having been~~ read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 11(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:  
"The Chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but

his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 15. Code of conduct and dispensations

*See also standing order 3(t) above.*

- a All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- f Subject to standing orders 15(d) and (e) above, dispensation requests shall be considered by the Chairman and Vice Chairman of Council before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- g **A dispensation may be granted in accordance with standing order 15(f) above if having regard to all relevant circumstances the following applies:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of**

**the meeting transacting the business as to impede the transaction of the business or**

- ii. **granting the dispensation is in the interests of persons living in the Council's area or**
- iii. **it is otherwise appropriate to grant a dispensation.**

## 16. Code of conduct complaints

- a Upon notification by the Unitary Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 13 above, report this to the Council.
- b Where the notification in standing order 16(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 15(d) below].
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the Unitary Council that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## 17. Proper Officer

- a The Proper Officer shall be either (i) the town clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer of the Council is under a statutory duty to carry out all the functions required by law of a local authority's Proper Officer. The Proper Officer is totally responsible for ensuring that the instructions of the Council in connection with its functions as a Local Authority are carried out.

The Proper Officer is expected to advise the Council on, and assist in the formation of, overall policies to be followed and to implement constructively all decisions. The Proper Officer is accountable to the Council, not to any individual or group of Councillors, for the effective management of all its resources and will report to the Council as and when required or its **Standing Committees**.

c The Proper Officer shall:

at least three clear days before a meeting of the Council, a **Standing Committee** and a Sub-Committee serve on Councillors a summons, by email or post on request at their residences, confirming the time, place and the agenda provided any such notice contains the signature (electronic or otherwise) and title of the Proper Officer.

*See standing order 3(b) above for the meaning of clear days for a meeting of a full Council and standing order 3 (c) above for a meeting of a committee.*

- i. **give public notice of the time, place and agenda at least three clear days before a meeting of the Council or a meeting of a **Standing Committee** or a Sub-Committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them);**

*See standing order 3(b) above for the meaning of clear days for a meeting of a full Council and standing order 3(c) above for a meeting of a committee.*

- ii. subject to standing order 10 above, include on the agenda all motions in the order received unless a Councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;

- iii. **convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**

- iv. facilitate inspection of the minute book by local government electors;

- v. **receive and retain copies of byelaws made by other local authorities;**

- vi. retain acceptance of office forms from Councillors;

- vii. retain a copy of every Councillor's register of interests;

- viii. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's policies and procedures relating to the same;

- ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- x. manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form;

- xi. arrange for legal deeds to be executed;

*See also standing order 27 below.*

- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;

- xiii. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;

- xiv. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman of the **Planning, Licensing and Highways** Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of **Planning, Licensing and Highways** Committee;

- xv. manage access to information about the Council via the publication scheme; and

- xvi. retain custody of the seal of the Council which shall not be used without a resolution to that effect.

*See also standing order 27 below.*



- xvii. Keep proper records required before and after meetings.
- d If the wording or subject of a proposed agenda item is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the item shall be included in the agenda or rejected.
- e the decision of the Proper Officer as to whether or not to include this item on the agenda shall be final.

## 18. Responsible Financial Officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## 19. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each Councillor **at every Council meeting** as soon as practicable ~~after 30 June, 30 September and 31 December in each year~~ a statement to summarise:
  - i. the Council's receipts and payments for each quarter;
  - ii. the Council's aggregate receipts and payments for the year to date;
  - iii. the balances **currently** held ~~at the end of the quarter being reported~~

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends. Similar statements to those above will be supplied **to Standing Committees at their meetings** ~~for all other months with the exception of August.~~

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each Councillor with a statement summarising the Council's receipts and payments for the last quarter and the year to date for information; and
  - ii. to the full Council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper

practices and applying the form of accounts determined by the Council (~~receipts and payments, or income and expenditure~~) for a year to 31 March. A completed draft annual return shall be presented to each Councillor before the end of the following month of May. The annual return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

## 20. Financial controls and procurement

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. procurement policies (subject to standing order 20(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £25,000
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 20(d) below and must satisfy the requirements of the Public Contracts Regulations 2015 which include use of the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to

- the Proper Officer; tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;
- v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
  - e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
  - f **Where the value of a contract exceeds thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>2</sup> the full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract.**

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<sup>2</sup> Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

## 21. Estimates / Precepts

- a. **The Council shall approve written estimates and the precept for the coming financial year** at its meeting before the end of ~~February~~ **January**
- b. Any **Standing Committee** desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

## 22. Canvassing of and recommendations by Councillors

- a. Canvassing Councillors or the members of a **Standing Committee** or Sub-Committee, directly or indirectly, for appointment by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b. A Councillor or a member of a **Standing Committee** or Sub-Committee shall not solicit a person for appointment by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c. This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.

## 23. Inspection of Documents

- a. Subject to standing orders to the contrary or in respect of matters which are confidential, a Councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a **Standing Committee** or a Sub-Committee, and request a copy for the same purpose. The minutes of meetings of the Council, its **Standing Committees** or Sub-Committees shall be available for inspection by Councillors.

## 24. Handling staff matters

- a. A matter personal to a member of staff that is being considered by any meeting of Council is subject to standing order 13 above.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chairman of the Personnel sub-committee or, if he is not available, the vice-Chairman of the Personnel sub-committee of absence occasioned by illness or other reason and that person shall report such absence to the Personnel sub-committee at its next meeting.
- c. The Chairman of the Personnel sub-committee or in his absence, the vice-Chairman together with the Chairman and Vice Chairman of Council shall upon a resolution

conduct a review of the performance and annual appraisal of the work of the Town Clerk and RFO. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Personnel sub-committee.

- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (~~or other employees~~) shall contact the Chairman of the Personnel sub-committee or in his absence, the vice-Chairman of the Personnel sub-committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel sub-committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Town Clerk relates to the Chairman or vice-Chairman of the Personnel sub-committee, this shall be communicated to another member of the Personnel sub-committee, which shall be reported back and progressed by resolution of the Personnel sub-committee.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 24(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 24(f) and (g) above shall be provided only to (post holder) and/or the Chairman of the Personnel sub-committee.

## 25. Requests for information

- a Requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the ~~Finance and General Purposes~~ **Policy and Resources** Committee. The said Committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

## 26. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement

from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

- b In accordance with the Council's policy in respect to dealing with the press and/or other media, Councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

## 27. Execution and sealing of legal deeds

*See also standing orders 17(c)(xi) and (xvi) above.*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 27(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two Councillors who shall sign the deed as witnesses.**

## 28. Communicating with Unitary Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillor(s) of the Unitary Council (Principal Authority – PA) representing the area of the Council.
- b If the Council so orders, a copy of each letter sent to the PA shall be sent to the PA Councillor representing its electoral ward.
- c Any decision taken by the Council or a **Standing Committee** which requires contact with the PA shall be effected by the Town Clerk or his nominated officer.
- d Contact by Councillors with PA officers, unless authorised by the Council or a **Standing Committee**, shall be restricted to information and clarification only.

## 29. Restrictions on Councillor activities

- a. Unless authorised by a resolution, no Councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect;  
or
  - ii. issue orders, instructions or directions.

## 30. Complaints Procedure

- a The following procedure will be adopted for dealing with complaints about the Council's administration or its procedures. Complaints about a policy decision made by the Council will be referred back to the Council, or relevant Standing Committee, as appropriate, for consideration.
- b This procedure does not cover complaints about the conduct of a Councillor (refer Standing Order 16).
- c If a complaint about procedures, administration or the actions of any of the Council's employees is notified orally to a Councillor, or to the Proper Officer of the Council, a written record of the complaint will be made, noting the name and contact details of the complainant and the nature of the complaint.
- d The complainant will be asked to put the complaint in writing to the Proper Officer of the Council at 71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP. The complaint will be dealt with within 35 days of receipt. Refusal to put the complaint in writing does not necessarily mean that the complaint cannot be investigated, but it is easier to deal with if it is in writing.
- e If the complainant prefers not to put the complaint to the Proper Officer of the Council (because the matter relates to the Proper Officer, for example,) he should be advised to write to the Chairman.
- f
  - (a) On receipt of a written complaint, the Proper Officer of the Council (except where the complainant is about his own actions) or Chairman (if the complaint relates to the Proper Officer), will seek to settle the complaint directly with the complainant. This will not be done without first notifying any person complained about and giving him an opportunity to comment. Efforts should be made to resolve the complaint at this stage.
  - (b) Where the Proper Officer of the Council or a Councillor receives a written complaint about the Proper Officer's actions, he or she shall refer the complaint to the Chairman. The Proper Officer of the Council will be formally advised of the matter and given an opportunity to comment.
- g The Proper Officer of the Council (or Chairman) will report any complaint disposed of by direct action with the complainant to the next meeting of the Council.

- h The Proper Officer of the Council (or Chairman) will report any complaint that has not been resolved to the next meeting of the Council. The Proper Officer will notify the complainant of the date on which the complaint will be considered and the complainant will be offered an opportunity to explain the complaint to the Council orally.
- i Matters relating to Grievance or Disciplinary proceedings that are taking, or are likely to take place, should be dealt with in accordance with the Council's grievance and disciplinary procedures (refer Standing Order 24).
- j The Council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on the complaint will be announced at the Council meeting in public.
- k The Council may consider in the circumstances of any particular complaint whether to make any without liability payment or provide other reasonable benefit to any person who has suffered loss as a result of the Council's maladministration. Any payment may only be authorised by the Council after obtaining legal advice and advice from the Council's auditor on the propriety of such a payment.
- l As soon as possible after the decision has been made (and in any event not later than 10 clear working days after the meeting) the complainant will be notified in writing of the decision and any action to be taken.
- m The Council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. The advice will be considered and the complaint dealt with at the next meeting after the advice has been received.
- n The Council will set up a complaints register.



## 31. Delegation

- a. Where the next scheduled meeting of the Council is after the date when the Council is requested to either reply to a consultation document, or to nominate a representative to an outside body, the power to act shall be delegated to the appropriate **Standing Committee**. Where a decision is required before the committee can be convened then the power to act shall be delegated to the Proper Officer in consultation with either the Chairman or Vice-Chairman of Council and either the Chairman or Vice-Chairman of the appropriate **Standing Committee**.
- b. Power shall be delegated to the Proper Officer in consultation with the Chairman and Vice-Chairman of Planning, **Licensing and Highways Committee** and ~~Licensing~~ to negotiate with licensing applicants and/or their agents, and to rescind or amend the decision of the Planning, **Licensing and Highways** and ~~Licensing~~ Committee in the light of new information, satisfactory reassurances, undertakings or explanations in writing. All such decisions are to be reported to the next meeting of ~~F&GC~~ **P&RC**
- c. In the event that a **Standing Committee** or Sub-Committee meeting is not quorate, power shall be delegated to the Proper Officer to respond to any consultations, and take decisions, up to the limit of the power of that **Standing Committee** or Sub-Committee, including responding to planning applications, in consultation with those **Standing Committee** or Sub-Committee members present. The Proper Officer to report any such decisions or actions to the next ordinary meeting of the committee or sub-committee.
- d. When carrying out their duties under delegated authority granted to them by the Council officers will act within the parameters set by the Council's standing orders and financial regulations.

## 32. Standing orders generally

- a. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 3 Councillors to be given to the Proper Officer in

accordance with standing order 10 above.

- c A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the Councillors at a meeting of the Council vote in favour of the same.
- d The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible after he has delivered his acceptance of office form.
- e The decision of the Chairman of a meeting as to the application of standing orders at the meeting shall be final.

These Standing Orders were adopted by Council on the ~~17<sup>th</sup> May 2016~~ **19<sup>th</sup> July 2016**

**LEIGH-ON-SEA TOWN COUNCIL**

**APPENDIX A –TERMS OF REFERENCE**

**TR1 MATTERS TO BE DEALT WITH SOLELY BY THE COUNCIL**

- (a) Raising loans and setting the precept.
- (b) Setting policy and controlling all decisions except where delegated by Council resolution.
- (c) Incurring capital expenditure not specifically included in the Council's approved estimate of expenditure for the time being.
- (d) Appointing, or co-opting, to a Standing Committee or Sub-Committee, a person who is not a Member of the Council or the Committee.
- (e) Appointing Members to Committees
- (f) Appointing the Chairman of Personnel Sub-Committee
- (g) Standing Orders, Financial Regulations and the functions, establishment and constitution of Standing Committees and Sub-Committees.
- (h) Dates of meetings of the Council.
- (i) Appointing or nominating Councillors and Officers at the annual meeting of the Council to fill positions on outside bodies and in the event of any vacancies arising during the Council year.
- (j) Filling of vacancies at a meeting other than the annual meeting occurring on any Standing Committee of the Council during the Council year.
- (k) Authorising the taking of legal action by the Council.
- (l) The setting of rents and tenancy agreements relating to Council property.
- (m) The appointment and dismissal of the Town Clerk.

**TR2 POWERS AND DUTIES OF STANDING COMMITTEES**

Subject to the foregoing, and to observance of decisions of the Council on matters of principle or policy, all the Council's powers and duties shall be delegated to the Standing Committees in accordance with the following terms of reference unless otherwise specified.

The acts and proceedings of a Committee shall:

- (a) where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council;
- (b) as regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council; and
- (c) in all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council.

The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.

**TR3 POLICY AND RESOURCES COMMITTEE (P&RC) (7 MEMBERS, Chairmen of Community Facilities, Environment & Leisure and Planning, Highways and Licensing Committee plus 4 others)**

Note: In the event that any Committee Chairmen are ex-officio members of P&RC, or the same person is Chairman of more than one Committee, the Committee will be made up to 7 members by election of extra Councillor(s).

P&RC is the senior Committee of the Council. P&RC shall consider all matters that affect the finances of the Council and will make a report to the Council. The terms of reference of P&RC are as follows:

1. To formulate the annual budget for the Council and submit its recommendations on this no later than January in the year preceding the relevant Council year. Its Chairman shall present the draft budget to the Committee after consultation with the RFO and after receipt of draft budget submissions from other Committees. In the absence of such draft budgets, the Chairman of P&RC may submit draft proposals for such Committees.
2. To monitor the progress of the budget during the Council year and consider any requests from other Committees for supplementary expenditure above that agreed for the year, and to make any recommendations arising to the Council.
3. To deal, under delegated powers, with staff terms and conditions of service, levels, duties, remuneration, appointments, grievance and discipline; and may delegate consideration of these issues to the Personnel Sub-committee and receive any recommendations from such Sub-Committee.
4. To formulate new policy and review existing policy concerning the Council's work for consideration by the Council.
5. To deal, under delegated powers, with the following specific decision-making issues within the budget and policies approved by the Council:
  - a. Marketing, economic development and regeneration.
  - b. Grants Awards
  - c. Crime and disorder issues.
  - d. Consider correspondence appropriate to its Terms of Reference.
  - e. Matters which, in the opinion of the Town Clerk, must have consideration and action on the Council's behalf where to do otherwise would place the Council at risk of a breach of legal obligations or statutes and where an emergency meeting of the full Council cannot be arranged.
  - f. Management of the major projects fund and any programmes falling within the Committee's remit.
  - g. Formulation, publication and distribution of the Council Magazine or such other publication of a like nature and other promotional and publicity activities.
  - h. Staff and Councillor training.

- i. Emergencies - environmental in consultation with E&LC, public or disaster
- j. To formulate and revise the Council's Strategy and frameworks for the delivery of the objectives.
  - Formulation in consultation with all Councillors the strategic objectives for the Council (the "Council Strategy") and seek Council adoption of these
  - Implementation of a framework for delivery of the Council Strategy including:
    - Inauguration of targeted Task & Finish Groups related to its remit
    - Review of Council priorities
    - Carrying out consultations with residents, Southend Borough Council and others
    - Evaluation of feedback from consultations
  - Formulation of a Town Plan for Council adoption.
  - Determination of opportunities for Council activity.
6. To prepare an annual proposed budget and a report of any over or under spends from the current year's budget not later than the end of November. The RFO shall draft the Budget for presentation to the Committee and may liaise with the Committee Chairman in its preparation.
7. Where there is a dispute between itself and another Committee, the decisions of P&RC shall have precedence.
8. Where there is a dispute between two other Committees, P&RC shall arbitrate and its decision shall be final.
9. To review from time to time Standing Orders and Financial Regulations and to make recommendations for changes to Council.
10. To review the Terms of Reference of Committees from time to time, taking into account any proposals or recommendations from other Committees; and make recommendations to the Council.
11. To receive reports from any Council appointed representatives to other bodies, where not relevant to other Committees.
12. Where acting under delegated authority, to decide, by a simple majority of Councillors present and voting (abstentions counting as a vote), to refer a matter for decision to Council and make recommendations as appropriate.
13. To appoint and receive reports and recommendations from its Project Development Group (PDG) and to refer matters of policy for discussion to the PDG. (The Chairman of the parent Committee shall act as chairman of the PDG).

**TR4 ENVIRONMENT AND LEISURE COMMITTEE (E&LC) (7 MEMBERS)**

E&LC is responsible for consideration of all leisure, foreshore and environmental matters relating to the Council's business. The Terms of Reference of E&LC are as follows:-

1. To deal, under delegated powers, with the following specific decision-making issues within the budget and policies approved by the Council:
  - a. Running of any Council event or activity coming under leisure, foreshore and environment headings. The Committee may delegate consideration of these issues to the ~~Events Officer Sub-Committee T&FG PDG~~ and receive any recommendations from ~~the Events Officer such Sub-Committee T&FG PDG~~
  - b. Maintaining the Christmas Lights infrastructure
  - c. Waste and Refuse
  - d. Liaison, joint programmes, partnerships etc. relating to matters of a leisure, foreshore or environmental nature with other local authorities and bodies
  - e. To support the Community Transport Officer in the arrangement and organisation of events under delegated powers and within budgets set by E&LC, for elderly and disabled members of the community.
  - f. To consider correspondence relevant to its Terms of Reference.
  - g. To oversee the administration, management and maintenance of the allotments by the Allotments Officer under delegated powers and the Allotment Societies under their service agreements, in line with Council policy and within budget.
  - h. To recommend rental levels and tenancy arrangements to Council
  - i. Formulate policy or strategy in relation to the discharge of the allotments function  
~~Allotments Officer and may delegate consideration of these issues to the Allotments Sub-Committee T&FG and receive any recommendations from such Sub-Committee. T&FG~~
  - h. To formulate proposals for major projects for consideration by P&RC.
2. To submit an annual proposed budget and a report of any over or underspends from the current year's budget to P&RC not later than the end of November. The RFO shall draft the Budget for presentation to the Committee and may liaise with the Committee Chairman in its preparation.
3. In the event of a dispute with another Committee that cannot be resolved by the two Committees, the matter shall be referred to P&RC for arbitration and P&RC's decision on the matter shall be final.
4. Where the Committee proposes actions or policies outside of agreed Council policy, it shall make recommendations to the Council.
5. Refer any proposals which would incur non-budgeted expenditure or would reduce by more than £500 budgeted income to P&RC which shall make recommendations to the Council on the matter.

6. May vire monies within its approved budget between heads provided that any virement which would exceed more than 5% (up to a maximum of £1000) of the Committee's budget is referred to P&RC for consideration of the financial implications of such a change.
7. Where acting under delegated authority the Committee may decide, by a simple majority of Councillors present and voting (abstentions counting as a vote), to refer the matter for decision to Council and shall make recommendations as appropriate.
8. To receive reports from any Council appointed representatives to other bodies relevant to the Committee.
9. To appoint and receive reports and recommendations from its Project Development Group (PDG) and to refer matters of policy for discussion to the PDG. (The Chairman of the parent Committee shall act as chairman of the PDG).

**TR5 PLANNING, HIGHWAYS AND LICENSING COMMITTEE (PH&LC) (6 MEMBERS)**

The Terms of Reference of PH&LC are as follows:

1. To consider all planning applications the Council is consulted upon by the local planning authority; the Town Clerk being authorised to submit the observations, recommendations or objections of the PH&LC on all such applications including representations received from the public. Where a meeting of the PH&LC is not quorate, Councillors who are members of the PH&LC may consider such applications and a note of their views shall be made available to the Town Clerk who shall inform the local planning authority accordingly under delegated powers.
2. PH&LC is responsible for all issues referred from, or being discussed by the Highway Authority and responds to matters relating to:
  - a. Highways
  - b. Public Footpaths except orders
  - c. Parking
  - d. Public Transport
3. To deal, under delegated powers, with the following specific decision-making issues within the budget and policies approved by the Council
  - a. All matters affecting planning e.g. statutory and local plans.

- b. Town development
  - c. Public Footpath Orders
  - d. Consultations from the Highway Authority
  - e. Enforcement matters
  - f. Planning legislation
  - g. To consider correspondence relevant to its Terms of Reference.
  - h. To consider Traffic Regulation Orders.
  - i. School Crossing Patrols and Safer Journeys to Schools
  - j. To respond, under delegated powers, to all licensing applications.
  - k. To consider all policy documents relating to licensing policy and make recommendations to P&RC.
  - l. To formulate proposals for major projects for consideration by P&RC.
4. To submit an annual proposed budget and a report of any over or under spends from the current year's budget to P&RC not later than the end of November. The RFO shall draft the Budget for presentation to the Committee and may liaise with the Committee Chairman in its preparation.
5. In the event of a dispute with another Committee that cannot be resolved by the two Committees, the matter shall be referred to P&RC for arbitration and P&RC's decision on the matter shall be final.
6. Where the Committee proposes actions or policies outside of agreed Council policy, it shall make recommendations to the Council.
7. Refer any proposals which would incur non-budgeted expenditure or would reduce by more than £500 budgeted income to P&RC which shall make recommendations to the Council on the matter.
8. May vire monies within its approved budget between heads provided that any virement which would exceed more than 5% (up to a maximum of £1000) of the Committee's budget is referred to P&RC for consideration of the financial implications of such a change.
9. To appoint and receive reports and recommendations from its Project Development Group (PDG) and to refer matters of policy for discussion to the PDG. (The Chairman of the parent Committee shall act as chairman of the PDG).

#### **TR6 COMMUNITY FACILITIES COMMITTEE (CFC) (7 MEMBERS)**

CFC is responsible for all Council Premises and Assets and in supporting the operation of the Leigh Community Centre (LCC). The Terms of Reference of CFC are as follows:-



1. To deal, under delegated powers, with the following specific decision-making issues within the budget and policies approved by the Council:
  - a. To set policy and tariff levels relating to the general use of the LCC.
  - b. To receive reports from the Community Centre Administrator and Facilities Manager who have delegated authority **under the Town Clerk** in managing the LCC and all operational matters relating to hirers and staffing.
  - c. To receive via the Community Centre Administrator matters raised by the ~~user groups~~ **service users**.
  - d. Running of any Council facilities, including the Youth Facility **and Strand Wharf**
  - e. Assets of the Council, including premises.
  - f. ~~Bus Shelters~~
  - g. Street Furniture
  - h. To formulate proposals for major projects for consideration by P&RC.
  - i. To consider correspondence relevant to its Terms of Reference.
2. To submit an annual proposed budget and a report of any over or under spends from the current year's budget to P&RC not later than the end of November. The RFO shall draft the Budget for presentation to the Committee and may liaise with the Committee Chairman in its preparation.
3. In the event of a dispute with another Committee that cannot be resolved by the two Committees, the matter shall be referred to P&RC for arbitration and P&RC's decision on the matter shall be final.
4. Where the Committee proposes actions or policies outside of agreed Council policy, it shall make recommendations to the Council.
5. Refer any proposals which would incur non-budgeted expenditure, or would reduce by more than £1000 budgeted income, to P&RC which shall make recommendations to the Council on the matter.
6. May vire monies within its approved budget between heads provided that any virement which would exceed more than 5% (up to a maximum of £1000) of the Committee's budget is referred to P&RC for consideration of the financial implications of such a change.
7. Where acting under delegated authority the Committee may decide, by a simple majority of Councillors present and voting (abstentions counting as a vote), to refer the matter for decision to Council and shall make recommendations as appropriate.
8. To receive reports from any Council appointed representatives to other bodies relevant to the Committee.
9. To appoint and receive reports and recommendations from its Project Development Group (PDG) and to refer matters of policy for discussion to the PDG. (The Chairman of the parent Committee shall act as chairman of the PDG).

**TR7 PERSONNEL SUB-COMMITTEE (PSC) (Chairman and Vice Chairman of Council, Chairman and Vice Chairman P&RC plus 4 others)**

The Terms of Reference of PSC are as follows:

1. To deal with matters delegated under TR3 (3)
2. To deal, under delegated powers, with the recruitment and appointment of staff unless delegated to a Line Manager and to deal with all unresolved staff grievances and disciplinary matters in line with Council policy. Council shall make the final decisions where the issue cannot be resolved by the PSC or P&RC.
3. When the PSC or appointed panel meet to discuss items under 1; that only those members appointed to the PSC or Panel shall be entitled to be present at such a meeting.
4. To advise P&RC on staffing levels, duties, remuneration and the conditions of service of Council employees.
5. To consider correspondence relevant to its Terms of Reference.

~~TR8 ALLOTMENTS (APDG) Moved to E&L~~

~~7~~

~~———— The Terms of Reference of Allotments PDG are as follows:~~

- ~~1. To oversee the administration, management and maintenance of the allotments by the Allotments Officer under delegated powers and the Allotment Societies under their service agreements, in line with Council policy and within budget.~~
- ~~2. To recommend rental levels and tenancy arrangements to E&LC and Council.~~
- ~~3. To make recommendations to E&LC on the formulation of any policy or strategy in relation to the discharge of the allotments function~~
- ~~4. To promote the responsible use and advancement of the allotments in Leigh~~
- ~~5. To promote the use of allotments by young people~~
- ~~6. To consider correspondence relevant to its Terms of Reference.~~

~~TR9 EVENTS POLICY TFG~~

~~The Terms of reference of EPDG are as follows:~~

- ~~1. To support the Events Officer in the arrangement and organisation of events under delegated powers within budgets set by E&LC.~~
- ~~2. To recommend to E&LC an events programme for the year and appropriate budgets for same.~~
- ~~3. To consider correspondence relevant to its Terms of Reference.~~

~~TR10 COMMUNITY TRANSPORT TASK & FINISH GROUP (CTT&FG)~~

~~The Terms of Reference of CTT&FG are as follows:~~

- ~~1. To support the Community Transport Officer in the arrangement and organisation of events under delegated powers and within budgets set by E&LC, for elderly and disabled members of the community.~~
- ~~2. To consider correspondence relevant to its Terms of Reference.~~

**TR8 PROJECT DEVELOPMENT GROUPS & TASK & FINISH GROUPS (PDGs & T&FGs)**

1. PDGs and T&FGs will be chaired by the Chairman of the parent **standing** Committee and will discuss and **make** recommendations **policy** to the parent **that** Committee as appropriate. ~~Where any urgent action is required the delegated Officer can take any measures deemed essential, where there is no consensus the proposed action must be referred to the parent Committee for resolution.~~
2. The membership of the PDG is the membership of the parent **relevant standing** committee **and in addition STO 5(g)**.



# Leigh-on-Sea Town Council

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Chairman: Cllr Carole Mulroney  
Vice Chairman: Cllr Helen Robertson  
Town Clerk: Paul Beckerson

## CO-OPTION PROCEDURES AT A COUNCIL MEETING

Created June 2016  
For review 2018

### Introduction

If no request for an election is received by Southend Borough Council by the date on the Notice of Vacancy, the Town Council will be advised that it may co-opt to the vacancy. Co-option is the process by which the Town Council selects a new Councillor and it is done as an agenda item within a Council meeting. Co-opted members are subject to the same eligibility process as elected Councillors.

The Town Council manages the process of co-option by itself and strives to demonstrate that it is fair and equitable by following the procedure set out below.

### Procedure

1. Leigh-on-Sea Town Council invites/advertises interested candidates to write to the Clerk by a specified date, including a CV if so desired. The correspondence once received is then circulated to all Councillors with the Agenda ahead of the meeting at which a Town Councillor is to be co-opted.
2. At the meeting, candidates are invited to speak about themselves for a maximum of 3 minutes and Councillors have the opportunity to ask questions of them.
3. The Chairman will request the Councillors present to nominate any of the candidates. This may be done 'en bloc'. Candidates will require a proposer and seconder to progress to the voting stage. If there is only one vacancy, a Councillor may only nominate or second one candidate. One candidate needs to receive an absolute majority of votes.
4. The Chairman will then place the names of those nominated into alphabetical order and proceed to vote. Councillors will have one vote per vacancy to be filled.
5. A successful candidate must receive an absolute majority of those present and voting. At this stage, the successful candidate will be declared co-opted, asked to sign a Declaration of Acceptance of Office and to join the meeting.
6. If there are more than two candidates for one vacancy, members will be invited to vote using a 'supplementary voting system'. This means that on the ballot paper, members will be able to vote for a first and second choice candidate. All the first choices are then counted and if a candidate has an absolute majority, they are elected. If no candidate receives an absolute majority, the top two candidates continue to a second round and all other candidates are eliminated. The second-choice votes of everyone whose first choice has been eliminated are then counted. Any votes for the remaining candidates are then added to their first-round totals. Whichever candidate has the most votes after these second-preferences have been allocated is declared elected.

7. If the situation occurs where there are three candidates, none with a majority after the first vote count and the other two both have the least number of votes, the second-preference votes of the top candidate will be used to determine which of the other candidates goes through to become the other top candidate.
8. The successful candidate is a Councillor in their own right and is no different to any other member; co-option is a legitimate form of election as part of the election process.



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 Vice Chairman: Cllr Carole Mulronee  
 Town Clerk: Paul Beckerson

## Income and Expenditure 23<sup>rd</sup> April 2016 – 21<sup>st</sup> June 2016 Report 2601/I&E Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		<b>Expenditure - Cheques</b>	
101723	£140.00	LODS	Tickets for Community Transport
101724	£119.61	Essex Supplies (UK) Ltd	Cleaning materials Comm Centre
101725	£47.22	Acumen Wages Service	Payroll processing April
101726	£30.00	Phoenix Water Coolers	Cup dispenser
101727	£14.38	Essex Supplies (UK) Ltd	Cleaning materials Comm Centre
101728	£19.78	Graham Davison	Reimburse for phono cables
101729	£180.00	Phoenix Water Coolers Ltd	Service agreement drinking water machine Comm Centre
101730	£90.00	Miskos Ltd	Server monitoring
101731	£125.57	DOTS	Photocopying costs
101732	£70.00	EALC	Staff Training
101733	£304.85	LCA Electrical Ltd	Lighting repairs at Comm Centre
101734	£500.00	Leigh Folk Festival Association	Grant from P&R
101735	£32.36	Helen Symmons	Travel expenses EALC course
101736	£122.45	Axess 4 All Ltd	Door closer for CC lift
101737	£43.13	Joy Watson	Reimburse items for First Aid Post
101738	£29.24	Viking	Stationery
101739	£36.00	Urban Design & Print	Wedding Fayre banner
101740	£90.50	Essex Supplies (UK) Ltd	Cleaning materials Comm Centre
101741	£18.12	SSE	Electricity Strand Wharf
101742	£25.00	Wyvern Community Transport	Minibus hire CT Made in Dagenham
101743	£278.45	Baines Surveying Services	Contractor Admin payment
101744	£10.07	Recognition Express Essex	Badge
101745	£247.20	Tormax United Kingdom Ltd	Repairs to automatic door Comm Centre

101746	£197.50	JK Fire Systems	Fire alarm repairs
101747	£100.00	Petty Cash	Top up petty cash
101748	£2746.49	Southend BC	Community Centre insurance
101749	£44.64	Acumen Wages Service	May payroll processing
101750	£17.00	Recognition Express Essex	Name badge
101751	£37.50	Emma Bearman	Storytelling event
101752	£90.00	Miskos Ltd	Server monitoring
101753	£177.36	DOTS	Photocopying costs
101754	£56.25	Mrs K Thomas	Refund room hire
101755	£504.00	Leigh Times Series Ltd	Distribution of LTC magazine
101756	£1279.40	Miskos Ltd	Harddrive & new computer for reception
101757	£50.63	Theo Park	Partial room hire refund – moved to a smaller room
101758	£70.00	Miskos Ltd	Backup & reload
101759	£4541.00	Icicle Graphic Design	Production of LTC newsletter
101760	£50.00	EALC	Course Helen Symmons
101761	£55.25	V Herron	Entertainer fee Comm Centre half term event
101762	£156.00	The Peacock Corporation	Lift repairs Comm Centre
101763	£438.00	RCH Heating & Plumbing Ltd	Wireless thermostat Comm Centre
101764	£80.00	Period Home Stores	Cakes for 90 for 90 event
101765	£492.00	Auditing Solutions Ltd	Final internal audit visit 2015/2016
101766	£13.05	Sheena Walker	Expenses re notice boards
101767	£162.89	Axess 4 All Ltd	Chain pulley for lift
101768	£774.23	Tormax United Kingdom Ltd	Repairs to automatic door Comm Centre
101769	£45.00	Miskos Ltd	Setting up for Karen Bowden
101770	£40.00	Wyvern Community Transport	Minibus hire CT
101771	£15.00	EALC	Good Councillor Guides 2016
101772	£36.96	Viking Direct	Stationery
101773	£70.29	Essex Supplies (UK) Ltd	Cleaning materials CC
101774	£96.00	Theo Park	Room hire refund
101775	£32.36	Helen Symmons	Travel expenses
101776	£18.12	SSE	Electricity Strand Wharf
101777	£50.00	EALC	Lone working course G Davison

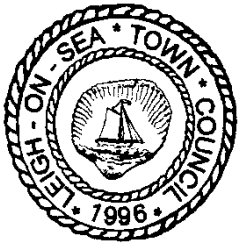
		<b>Expenditure – Imprest Items</b>	
	£19.10	B & Q	Toilet seat /keys
	£40.80	Solopress	Invitations 90 for 90
	£25.00	Disclosure Scotland	Background check new staff member
	£263.00	Solopress	Wedding brochure Community Centre
	£238.06	LIV Supplies Ltd	Polycarbon sheets CC
	£34.25	Enchanted Florist	Flowers Rev Julia Monaghan
	£195.00	Southend BC	Revised planning application Strand Wharf
	£15.24	Adobe Software Inc	Adobe converter subscription
	£4.00	B&Q	Door bolt
	£24.99	Gumtree	Recruitment advert Caretaker
	£58.79	Go Daddy	Secure server renewal
	£204.11	Makro	Food for 90 for 90 event
	£90.00	Southend BC	Tickets Red Priest Community Transport
	£42.48	B&Q	Materials to repairs Gents Toilets CC
	£9.00	Southend BC	Extra ticket Red Priest Community Transport
	£139.91	Evengreener	Water butts at allotments
		<b>Expenditure – Direct Debits</b>	
	£262.67	British Telecom	Line rental Comm Centre
	£87.31	British Telecom	Line rental 716287
	£75.22	The Calls Warehouse	Calls 477248
	£1195.18	BES Electricity	Comm Centre Electricity
	£258.18	Cory Commercial	Skate park bin collection



	£19.55	Cory Commercial	Skate park bin collection
	£149.75	Cory Commercial	Comm Centre bin collection
	£799.00	Southend BC	Business rates CC
	£2552.73	SSE	Gas Community Centre
	£54.90	GO CARDLESS (Verde Coffee Ltd)	Coffee order Lorna & Lottie's cost recovered by LTC
	£59.30	Global Payments	Card processing fees Apr 16
	£71.16	The Calls Warehouse	Call charges 477247
	£145.02	Cory Commercial	Bin collection CC
	£1005.49	BES Electricity	Electricity Comm Centre
	£172.44	British Telecom	Internet Service CC
	£545.68	Essex & Suffolk Water	Water usage Leigh Site
	£538.97	Essex & Suffolk Water	Water usage Manchester Drive
	£799.00	Southend BC	Business rates CC
	£378.53	BNP Paribas Lease Group	Photocopier lease
	£63.68	GO CARDLESS (Verde Coffee Ltd)	Coffee order Lorna & Lottie's cost recovered by LTC
	£59.96	Global Payments	Card processing fees May 16
	£378.99	Essex & Suffolk Water	Water charges Comm Centre

### Income

Policy & Resources Committee	£471.20
Community Facilities Committee	£20541.26
Environment & Leisure Committee	£513.50
Planning, Highways & Licensing Committee	0
<b>Total</b>	<b>£21525.96</b>



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Chairman: Cllr Richard Herbert  
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Town Clerk: Paul Beckerson

Report 2603/HS

## ACTING TOWN CLERK'S REPORT

### STRAND WHARF

This is now open to the public although a few items need to be completed. These will be attended to as soon as possible. A report regarding the Lease will be submitted as soon as possible but until the TRO is formalised and works approved, no lease will be completed. The Acting Town Clerk still awaits the submission from SBC of the draft wording of the TRO as the legal team wish this to be 'water tight' covering any highway matters.

### STAFFING

The two temporary members of staff have settled in to Council life quickly and already proving themselves valuable assets. The Community Centre now has its full complement of janitorial staff as from 12<sup>th</sup> July.

The Acting Town Clerk is managing to cover the Town Clerk's role and that of her existing role as Events Officer/Allotments Officer (albeit difficult at times) with the assistance of the Junior Administrator who has also undertaken training of the temporary staff. The structure of the Office has evolved during this difficult time and this could not have been achieved without the excellent team work.

Cllr Fraser continues to assist us most afternoons in covering the Reception desk as one of the temporary positions is only part time.

The Finance Team have been incredibly supportive during the auditing period and assist where possible with other tasks.

### TRAINING

The Acting Town Clerk has attended a Code of Conduct workshop and the Facilities Manager has attended a Staff Appraisal and Lone Worker course. Extensive internal training has been undertaken with new members of staff both in the office and with the janitorial staff. Website training (at no cost to the Council) has also been undertaken by the Maternity cover CCA.

The Junior Administrator will be undertaking an online Introduction to Local Council Administration – The Essential Knowledge course as her role has evolved and this will be a good learning tool with regards to the work of local council, the clerk and its councillors.

Councillor training has commenced with Cllr Morgan attending a 2 day new Councillor course. Details of other training is being sent to Councillors as information is received. A Councillor Finance course and Chairman's Day 1 course are available in October. Any Councillor wishing to attend needs to advise the Acting Town Clerk by 22<sup>nd</sup> July.

### LOCAL COUNCIL AWARD SCHEME

We will be submitting our application for Foundation level in October as the accreditation process has been changed. A report will be made to Council 20<sup>th</sup> September as specific resolutions need to be made with regard to documentation.

## **COMMUNITY CENTRE NEWS**

It has been discovered that the donation box for the book exchange has been broken into recently and a charity collection box was stolen from the café. The CCTV footage is being reviewed in this respect and all staff have increased their vigilance.

## **LEIGH MARITIME FESTIVAL**

The final stages of planning are taking place but volunteer numbers are down. If any Councillors are able to assist during any part of the day, please can they advise the Junior Administrator. The date is Sunday 21<sup>st</sup> August. Help is need from 9 a.m. until 5 p.m. with the event running from 11 a.m. to 4 p.m.

## **LETTER OF THANKS**

The Thursday Club have sent a letter of thanks for their Grant Aid Award and the continued support and encouragement from the Council. They state that the award of £500 will make a tremendous difference to the club.

Leigh Town Council Main Budget Report					2016/17				
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Budget 2016/17	Expenditure	Balance	% Spent
<b>Balances B/F</b>		<b>£ 355,127.00</b>							
<b>Policy &amp; Resources</b>					<b>Policy &amp; Resources</b>				
Precept	£ 391,550.00	£ 195,775.00	£ 195,775.00	50.00%	P & R Expenditure	£ 40,000.00	£ 6,808.79	£ 33,191.21	17.02%
Local Council Tax Support Grant	£ 14,220.00	£ 7,110.00	£ 7,110.00	50.00%	Office & Admin	£ 59,300.00	£ 4,604.85	£ 54,695.15	7.77%
Interest	£ -	£ 302.74	-£ 302.74		Staffing	£ 83,069.00	£ 13,820.65	£ 69,248.35	16.64%
Other Income		£ 18,948.07	-£ 18,948.07		Capital Projects	£ 50,000.00	£ -	£ 50,000.00	0.00%
	<b>£ 405,770.00</b>	<b>£ 222,135.81</b>	<b>£ 183,634.19</b>	<b>54.74%</b>		<b>£ 232,369.00</b>	<b>£ 25,234.29</b>	<b>£ 207,134.71</b>	<b>10.86%</b>
<b>Community Facilities</b>					<b>Community Facilities</b>				
LCC Hire Income	£ 105,000.00	£ 29,349.31	£ 75,650.69	27.95%	LCC Expenditure	£ 71,770.00	£ 16,145.34	£ 55,624.66	22.50%
LTC Contribution	£ 25,000.00	£ -	£ 25,000.00	0.00%	LCC Staffing	£ 134,476.00	£ 19,456.21	£ 115,019.79	14.47%
Strand Wharf	£ 1,000.00		£ 1,000.00	0.00%	Highways Expenditure	£ 8,000.00	£ 38.50	£ 7,961.50	0.48%
Other Income	£ 773.48	£ 2,208.14	-£ 1,434.66		Strand Wharf Expenditure	£ 2,450.00	£ 65.20	£ 2,384.80	2.66%
LCC Fund-Raising		£ 35.00	-£ 35.00		Skate Park Expenditure	£ 4,550.00	£ 337.75	£ 4,212.25	7.42%
	<b>£ 131,773.48</b>	<b>£ 31,592.45</b>	<b>£ 100,181.03</b>	<b>23.97%</b>	Skate Park Staffing	£ 3,921.00	£ 604.84	£ 3,316.16	15.43%
					Strand Wharf Capital Expenditure	£ -	£ 427.04	-£ 427.04	
						<b>£ 225,167.00</b>	<b>£ 37,074.88</b>	<b>£ 188,092.12</b>	<b>16.47%</b>
<b>Environment &amp; Leisure</b>					<b>Environment &amp; Leisure</b>				
Allotments Income	£ 11,713.00	£ 418.50	£ 11,294.50	3.57%	Allotments Expenditure	£ 12,660.00	£ 3,796.82	£ 8,863.18	29.99%
Community Transport Fees	£ 3,200.00	£ 1,025.00	£ 2,175.00	32.03%	Allotments Staffing	£ 4,877.00	£ 1,484.36	£ 3,392.64	30.44%
Farmers' Market Fees	£ 2,002.00	£ 487.00	£ 1,515.00	24.33%	Community Transport Expenditure	£ 3,930.00	£ 766.26	£ 3,163.74	19.50%
Leigh Lights Income	£ 2,000.00	£ 30.00	£ 1,970.00	1.50%	Community Transport Staffing	£ 4,377.00	£ 709.00	£ 3,668.00	16.20%
Other Events Income	£ 450.00	£ 60.00	£ 390.00	13.33%	Farmers' Market Expenditure	£ 1,550.00	£ 365.90	£ 1,184.10	23.61%
Other E&L Income			£ -		Leigh Lights Expenditure	£ 30,455.00	£ 432.52	£ 30,022.48	1.42%
	<b>£ 19,365.00</b>	<b>£ 2,020.50</b>	<b>£ 17,344.50</b>	<b>10.43%</b>	Events & Other Expenditure	£ 18,000.00	£ 1,197.83	£ 16,802.17	6.65%
					E&L Staffing	£ 14,193.00	£ 3,710.01	£ 10,482.99	26.14%
						<b>£ 90,042.00</b>	<b>£ 12,462.70</b>	<b>£ 77,579.30</b>	<b>13.84%</b>
<b>Planning, Highways &amp; Licensing</b>					<b>Planning Highways &amp; Licensing</b>				
CIL		£ 885.06			Planning Expenditure	£ 500.00	£ -	£ 500.00	0.00%
	<b>£ -</b>	<b>£ 885.06</b>	<b>£ -</b>		Staffing	£ 14,818.00	£ 1,534.25	£ 13,283.75	10.35%
						<b>£ 15,318.00</b>	<b>£ 1,534.25</b>	<b>£ 13,783.75</b>	<b>10.02%</b>
<b>Total Income</b>	<b>£ 556,908.48</b>	<b>£ 256,633.82</b>	<b>£ 301,159.72</b>	<b>46.08%</b>	<b>Total Expenditure</b>	<b>£ 562,896.00</b>	<b>£ 76,306.12</b>	<b>£ 486,589.88</b>	<b>13.56%</b>
<b>Capital Reserves 31/03/16</b>	<b>£ 152,210.04</b>				<b>Balances Remaining C/F</b>		<b>£ 535,454.70</b>		
<b>Earmarked Reserves 31/03/16</b>	<b>£ 90,475.95</b>				<b>Est. General Reserves @ 31st March 2017</b>		<b>£ 107,338.55</b>		