



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 20th September 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 7.15pm, with 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, Fr. Hillman and Helen Robertson
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING OF 19th JULY 2016
5. CO-OPTION OF COUNCILLOR FOR BONCHURCH WARD

Applications have been received from 3 candidates (Confidential Appendix 1) and the co-option procedure will be followed as per the policy resolved June 2016. The successful candidate will then sign a Declaration of Acceptance of Office and join the meeting.

6. DECLARATION OF NEW MEMBER INTERESTS
7. PUBLIC REPRESENTATIONS
8. QUESTIONS FROM COUNCILLORS

COMMITTEES

9. COMMITTEES
To receive Minutes of Committees and report 2610/I&E
 - a) Planning, Highways & Licensing Committee - To receive minutes of 26th July, 9th and 23rd August and 13th September
RECOMMENDATION TO COUNCIL- None made
 - b) Community Facilities Committee – To receive minutes of 2nd August 2016
RECOMMENDATION TO COUNCIL:
 - Minute 31 – Strand Wharf lease be completed when appropriate (Agenda page 22)
 - c) Environment & Leisure Committee – To receive minutes of 16th August and 6th September 2016
RECOMMENDATION TO COUNCIL- None made
 - d) Policy & Resources Committee - To receive minutes of 6th September 2016
RECOMMENDATIONS TO COUNCIL:

- Minute 37 – Approve Expenditure (report 2610/I&E Agenda page 30)

DECISION ITEMS

10. CO-OPTION OF MEMBERS TO LEISURE DEVELOPMENT SUB-COMMITTEE

It is **RECOMMENDED** that Council co-opt Pete Horrocks, Steve Hodder and David Watson to the Leisure Development Sub-Committee. Co-opted members will need to register a declaration of personal interests and have been advised.

11. SUBMISSION OF APPLICATION FOR THE LOCAL COUNCIL AWARD SCHEME FOUNDATION LEVEL (Appendix 1)

Council are asked to consider the **RECOMMENDATION** in Report 2613 (Agenda page 35)

FOR NOTING

12. TOWN CLERK'S REPORT 2614/HS (Appendix 2)

13. ACTION PLANS

Committee plans were presented to P&R and upon the recommendation of E&L, it has been decided to provide an overview plan for Council which will be presented to Council in December for approval.

14. EALC VISIT 15TH NOVEMBER

Joy Darby and John Gilli-Ross will attend Council prior to the next full Council meeting at 6.45 p.m. to provide an overview of the work of EALC and answer Councillor questions. All Councillors are asked to attend this session.

15. REGALIA

Hatton Jewellers continue to provide the Chairman's regalia. Their continued generous support is much appreciated by Council.



Helen Symmons
Acting Town Clerk
15th September 2016

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

DATE OF NEXT MEETING: Tuesday 15th November 2016



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MINUTES OF A MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL
HELD AT 7.30PM ON TUESDAY 19th JULY 2016
AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney (Chairman), Karen Bowden, Patrick Fox (from minute 47), Donald Fraser, Fr. Clive Hillman, Declan Mulroney, Ron Owen, Valerie Morgan, Caroline Parker, Helen Robertson and Vivien Rosier

Also in attendance: Helen Symmons (Acting Town Clerk)

Prior to the meeting, Superintendent Gavin Dixon, Mission Port Officer for South Essex Fishermen's Mission spoke of the work and involvement of the Fishermen's Mission in the local area.

Prior to the meeting Gavin Dixon, Leader of King's Church led Councillors in prayers

The meeting opened at 7.30 pm

32. CHAIRMAN'S OPENING REMARKS

The Chairman thanked Gavin Dixon for his talk and prayers and welcomed all to the meeting. Permission was given to remove jackets and to remain seated when speaking.

33. APOLOGIES FOR ABSENCE

Cllrs: Jill Adair, Mark Bromfield, Richard Herbert and Jane Ward

34. DECLARATION OF MEMBERS' INTERESTS

Cllr C Mulroney declared a non-pecuniary interest in matters involving Strand Wharf and Leigh Community Centre as a Borough Councillor.

Cllr D Mulroney and Cllr C Mulroney declared a non-pecuniary interest in matters involving Strand Wharf as a committee members of the Leigh Society.

35. APPROVAL OF MINUTES OF THE MEETING OF 7TH JUNE 2016

The minutes of the meeting 7th June were agreed and signed by the Chairman as a true and accurate record.

36. PUBLIC REPRESENTATIONS

There were none.

37. QUESTION FROM COUNCILLORS

The Chairman responded to the question from Cllr Parker as follows:

'There are no governing Standing Orders on the issue of Councillors dress at Council. However, there is a convention that smart dress is appropriate for Council meetings, with a more casual approach for Committees. I believe all Councillors understand their position as Councillors and I rely on them to use their considered judgement when dressing for Council'

COMMITTEES

38. COMMITTEES – Agenda item 7

- a) Cllr Robertson presented the minutes which were **NOTED** by Council. There were no recommendations.
- b) Cllr C Mulrone presented the minutes which were **NOTED** by Council. There were no recommendations.
- c) Cllr Morgan presented the minutes which were **NOTED** by Council. The Council **RESOLVED** to increase the allotment rents for 2017/18 as per the recommendation.
- d) Cllr C Mulrone presented the minutes which were **NOTED** by Council.

Minute 8 - Standing Orders & Terms of Reference

Following a proposal (Cllr Fraser, seconded Cllr Morgan) to refer the matter back to P&RC, there was discussion regarding Section 5 of Standing Orders and the way the proposed change would be encompassed into the working of the Council. From the discussion, the following was clarified:

- i. Each Committee will have a PDG which can meet at any time but preferably with 2 weeks' notice.
- ii. The PDG will comprise all members of the Committee if they wish to attend. It will be chaired by the parent Committee Chairman unless the Chairman wishes to relinquish the chair to another member who may be a more appropriate chair for the specific subject matter that the PDG was discussing.
- iii. All other members of the Council can attend and co-option of non-Councillors applies.
- iv. If a project requires more research within the PDG and some members are willing to do this then it may be undertaken independently, meeting together if they wish. The Town Clerk and PDG Chairman should be advised. The research is then to be brought back to the PDG for wider discussion and possible recommendations.

It was noted that it already exists that at any time Councillors can undertake independent research and recommendations to a Committee without formal regulations and over prescriptive procedures. The new Committee administration system introduced last year was an example of this.

The Council **DID NOT RESOLVE** the proposal put forward by Cllr Fraser.

The Council **RESOLVED** the recommendation of P&RC and approved the revised Standing Orders and Terms of Reference as resolved by the Committee with the interpretation as in this minute.

Minute 11 – Co-option Policy

The Council **RESOLVED** the recommendation of P&RC and approved the Policy as resolved by the Committee.

Minute 19 – Note Income and Approve Expenditure

The Council **NOTED** the income and **RESOLVED** the expenditure as per the recommendation by P&RC.

DECISION ITEMS

39. APPOINTMENT OF MEMBER TO EALC EXECUTIVE AND LEIGH CRIME PREVENTION PANEL – **Agenda item 8**

Following discussion, the Council **RESOLVED** to write to the Secretary of the Leigh Crime Prevention Panel to inform that at present several Councillors attend the Local Community Meetings where the police are in attendance and to ask for clarification of the work the Panel undertakes as it was understood the Police did not attend its meetings. Furthermore, the Secretary be requested that the Council be contacted should an item on a forthcoming agenda be relevant to LTC.

The Council **RESOLVED** that Cllr Morgan (proposed Cllr Morgan, seconded Cllr Bowden) would be the EALC Executive representative.

40. FISHERIES LOCAL ACTION GROUP – **Agenda Item 9**

Under SO 11, the Chairman deferred consideration of this proposal following advice from the Chairman of FLAG that it was too early to make the request.

41. LEIGH COMMUNITY CENTRE LEASE AND MANAGEMENT AGREEMENT – **Agenda Item 10**

The Council **RESOLVED** that the Acting Town Clerk be authorised to execute the legal documentation in the presence of 2 Councillors who shall sign the deed as witnesses.

42. FLY A FLAG FOR THE COMMONWEALTH – **Agenda Item 11**

The Council **RESOLVED** to take part in this initiative.

FOR NOTING

43. TOWN CLERK'S REPORT

The Council **NOTED** the report.

44. CO-OPTION OF COUNCILLOR BONCHURCH WARD

The Council **NOTED** the co-option process.

FINANCIAL

45. COUNCIL MAIN BUDGET REPORT

The Acting Town Clerk reported on the new income item – CIL (Community Infrastructure Levy)

46. TRANSFER TO PUBLIC SECTOR SAVINGS

The Council **NOTED** the transfer

The meeting closed at 8.10pm



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Income and Expenditure 22nd June 2016 – 26th August 2016 Report 2610/I&E Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
101778	£250.00	D&B Roofing	Repairs to Skylight Roofing CC
101779	£106.80	Secom plc	Resetting Alarm following work carried out on Front Door.
101780	£47.22	Acumen Wages Service	Payroll processing June 2016
101781	£78.31	PPL	Music Licence for Café Area
101782	£96.00	Leigh Times Series Ltd	Farmers Market advert
101783	£150.00	EALC	Training courses Cllr V Morgan
101784	£3.94	Allen Bros Electrical (Factors) Ltd	Reception Area Light
101785	£19.25	Viking Direct	Stationery
101786	£174.00	Evac & Chair International	Evac chair service contract renewal
101787	£90.00	Miskos Ltd	Server monitoring
101788	£97.37	DOTS	Photocopying costs
101789	£10.00	D Summers	Room hire refund
101790	£23.94	Recognition Express	Name badges
101791	£93.00	Helena Eynon	Room hire refund
101792	£247.50	Miskos Ltd	Server and photocopier issues
101793	£29.00	Mrs M Glover	Refund Community Transport trip
101794	£500.00	Lions Club of Leigh	Grant to Leigh Regatta
101795	£100.00	Cash	Top up petty cash
101796	£39.15	Helen Symmons	Reimburse travel expenses
101797	£16.29	SSE	Strand Wharf electricity
101798	£233.76	Essex Supplies (UK) Ltd	Cleaning materials CC
101799	£150.00	Wyvern Community Transport	Minibus hire Ingatestone Hall CT
101800	£38.64	Viking	Stationery
101801	£401.40	Temp Fence Supplies Ltd	Pedestrian Barriers

101802	£108.00	Greenworks Washrooms	Sanitary bag holders (now cancelled as unsuitable)
101803	£63.50	EALC	Charles Arnold Baker book
101804	£314.40	The Peacock Corporation	Lift service contract
101805	£162.00	Veolia	Maritime Festival extra waste collection & toilet clean
101806	£54.60	Acumen Wages Service	Payroll processing July 16
101807	£15.00	J Godden	Refund allotment deposit plot 56AA
101808	£90.00	Miskos Ltd	Server monitoring
101809	£90.00	Rapid Response	Supply & fit external tap at Strand Wharf
101810	£286.90	DOTS	Photocopying costs
101811	£160.00	Marko Sparko	Entertainer fee Children's Event at Comm Centre
101812	£50.00	MDAS	Deposit returned to MDAS to cover plot clearance Plot 165
101813	£1,800.00	Paul Robinson Solicitors	Legal fees re Community Centre lease
101814	£118.19	Neopost Ltd	Ink cartridge for franking machine
101815	£107.99	Miskos Ltd	Healthcheck for PB computer
101816	£160.39	Allen Bros Electrical (Factors) Ltd	Various electrical items for repair at Comm Centre
101817	£100.00	Kay Couzens	Entertainer fee Alice in Wonderland Dance
101818	£608.59	Veolia ES (UK) Ltd	Garden waste sacks
101819	£4,200.00	Inspectorate Ltd	Testing & analysis of lighting columns for Leigh Lights
101820	£106.80	Secom plc	Alarm call out
101821	£150.00	Cash	Top up Petty Cash
101822	£43.60	Roxanne Upton	Skate Park cleaning
101823	£20.08	Viking	Stationery
101824	£53.77	Graham Davison	Mileage reimbursement
101825	£690.57	NH Sutcliffe	Strand Wharf
101826	£120.00	Leigh Times Ltd	To advertise TRO for Maritime Festival
101827	£45.00	Sharon Woodrow	Entertainer fee Buttercup Club CC Children's Events
101828	£50.65	Viking	Stationery
101829	£107.40	Wyvern Community Transport	Minibus hire for CT trip to Hyde Hall
101830	£95.00	Paul Kelly	Entertainer fee Party with Sid CC Children's Events

101831	£180.00	RHS Hyde Hall	Entrance charge CT trip
101832	£299.20	Southend Theatres	CT tickets for Jekyll and Hyde
101833	£77.00	Natalie Holmes	Room hire refund
101834	£18.12	SSE	Electricity Strand Wharf
101835	£180.00	Southend BC	Premises Licence Comm Centre
101836	£190.33	Essex Supplies (UK) Ltd	Cleaning materials CC
101837	£360.00	Footrope Knots	Maritime Festival rope-making display
101838	£48.90	Makro	Maritime Festival sundries
101839	£30.00	Yardarm Folk Orchestra	Donation re Maritime Festival
101840	£30.00	Bob's Barber Shop Boys	Donation re Maritime Festival
101841	£30.00	The Hoy at Anchor Folk Club	Donation re Maritime Festival
101842	£40.00	St John's Ambulance	Donation re Maritime Festival
101843	£25.00	3 rd Chalkwell Bay Scouts	Donation re Maritime Festival
101844	£50.00	Leigh Sailing Club	Donation re Maritime Festival
101845	£1,189.00	Vicarage Marquees Ltd	Marquee hire Maritime Festival
101846	£101.25	Deckchairs UK	Deckchair hire Maritime Festival
101847	£25.00	Raphael Plaits	Refund Maritime Festival pitch fee
Bank Transfer	£22,000.00	Payroll	June Payroll
Bank Transfer	£125.00	Marshall Close Allotments	ASA agreement
Bank Transfer	£750.00	Manchester Drive Allotments	ASA agreement
Bank Transfer	£400.00	LOSALGA	ASA agreement
Bank Transfer	£22,000.00	Payroll	July Payroll
Bank Transfer	£118.80	Urban Design & Print Ltd	Banner patches & road signs Maritime Festival
Bank Transfer	£8,579.00	Paul Robinson & Co	Rent & fees SBC for Comm Centre
Bank Transfer	£20,000.00	Payroll	August Payroll
Bank Transfer	£6,189.48	WPS Insurance Brokers	LTC Annual insurance
		Expenditure – Imprest Items	
	£45.72	Dulux Decorator Centre	Paint Gents Toilets at CC
	£169.85	Jewson Ltd	Drainpipe Replacement CC

	£67.20	Mark 1 Hire Ltd	Hire of Dehumidifier for Gent's Toilets at CC
	£42.00	Barricade Ltd	Strand Wharf extra keys
	£79.61	B&Q	Gents Toilets Fittings
	£13.46	B&Q	Tools
	£58.80	Mark 1 Hire Ltd	Hire of Dehumidifier for Gent's Toilets at CC
	£87.60	Plumbase	Urinal for Gents Toilets
	£43.55	B&Q	Plumbing parts Gents Toilets
	£10.71	B&Q	Plumbing parts Gents Toilets
	£80.00	Norwich County Court	Court Fees
	£97.00	Southend BC	Conditions approval
	£155.82	Heart Internet	Domain renewal CC
	£92.40	First Fence	Feet for Pedestrian Barriers
	£28.44	Orbital Fasteners	Orange Plastic Barrier Fencing for the Allotments
	£117.60	Mark 1 Hire Ltd	Final Payment for Hire of Dehumidifier - Gent's Toilets at CC
	£12.99	Amazon	Cable Ties
	£3.76	Amazon	Cable Ties
	£124.00	Odeon	Nutcracker Tickets CT trip
	£102.60	Odeon	Nutcracker Tickets CT trip
	£94.37	Dulux Decorating Centre	Paint for rooms 1 & 3 CC
	£118.80	Newsquest	Advert re Maritime Festival
	£154.02	Brunel Engraving	Memorial plaques Strand Wharf
		Expenditure – Direct Debits	
	£45.59	Essex & Suffolk Water	Water rates Marshall Close Allotments
	£505.21	BES Utilities	Electricity CC
	£73.07	The Calls Warehouse	Calls 477248
	£149.75	Cory Commercial	Bins Rental & Refuse Removal CC
	£388.35	Anglian Water	Water charges CCC
	£799.00	Southend BC	Business rates CC
	£138.53	Wessex Leasing	Hand drier leasing CC
	£66.94	Global Payments	Card processing fees June 2016
	£155.99	Heart Internet	Domain renewal Council
	£748.93	BES Commercial Electricity	Electricity CC

	£68.21	The Calls Warehouse	Calls 477248
	£98.13	British Telecom	Charges 716287
	£265.32	British Telecom	Line rental 477248 & 714063
	£242.59	British Telecom	Charges 716288
	£145.02	Cory Commercial	Bins Rental & Refuse Removal CC
	£258.18	Cory Commercial	Bins Rental & Refuse Removal Skate Park
	£11.77	GO CARDLESS (Verde Coffee Ltd)	Coffee Order for Lottie & Lorna's (LTC recover this cost)
	£799.00	Southend BC	Business Rates
	£63.68	GO CARDLESS (Verde Coffee Ltd)	Coffee Order for Lottie & Lorna's (LTC recover this cost)
	£59.57	Global Payments	Card processing fees July 16
	£893.52	BES Electricity	Electricity CC
	£66.62	The Calls Warehouse	Calls 477248

Income

Policy & Resources Committee	£631.40
Community Facilities Committee	£21,039.85
Environment & Leisure Committee	£1,641.76
Planning, Highways & Licensing Committee	£885.06
Total	£24,198.07



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REPORT 2613/PB & HS

SUBMISSION OF APPLICATION FOR THE LOCAL COUNCIL AWARD SCHEME (FOUNDATION LEVEL)

At the Extraordinary Council Meeting on 2nd February 2016 the Council discussed and **RESOLVED** in Minute 102 reproduced below that it had all the documentation required for Foundation status.

47. LOCAL COUNCIL AWARD SCHEME – Agenda Item 5

A list of the required documentation was read to Council.

Council **RESOLVED** that all necessary documents are held and published on the website in accordance with the requirements of the Local Council Award Scheme Foundation Level.

As reported in the Acting Town Clerk's report 2603, the accreditation process changed in June and as a result, the draft we submitted to EALC for guidance was returned as there were found to be some requirements that had not been covered. These have been addressed and the application is now in the new format.

There are now only four dates in the year when the application can be submitted and we are applying for the Friday 14th October deadline.

All 23 criteria now have to be independently minuted and therefore the Council is asked to **RESOLVE** that the Council holds, publishes and has available all the documentation as outlined in list below:

1. Its standing orders and financial regulations
2. Its Code of Conduct and a link to councillors' registers of interests
3. Its publication scheme
4. Its last annual return
5. Transparent information about council payments
6. A calendar of all meetings including the annual meeting of electors
7. Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings
8. Current agendas
9. The budget and precept information for the current or next financial year
10. Its complaints procedure
11. Council contact details and councillor information in line with the Transparency Code
12. Its action plan for the current year
13. Evidence of consulting the community
14. Publicity advertising council activities
15. Evidence of participating in town and country planning
16. A risk management scheme
17. A register of assets
18. Contracts for all members of staff
19. Up-to-date insurance policies that mitigate risks to public money
20. Disciplinary and grievance procedures
21. A policy for training new staff and councillors
22. A record of all training undertaken by staff and councillors in the last year
23. A clerk who has achieved 12 CPD points in the last year

OTHER OPTIONS	Not to proceed with the application
REASON FOR RECOMMENDATION	To give addition public assurance as to the Councils governance and procedures
CORPORATE IMPLICATIONS Contribution to Council's Aims and Objectives as set out in Leigh-on-Sea Town Council's Core Strategy	In line with the Strategic Aim of: provide high standard, value for money services to help meet the needs and wishes of the community
FINANCIAL IMPLICATIONS FUNDING SOURCE	NALC application fee of £50 EALC processing fee of £80 New Budget Head in P&R funded from Office Miscellaneous £500
TIMESCALE	Deadline 14th October 2016
PEOPLE IMPLICATIONS	None – General Admin function
DELEGATION ARRANGEMENTS	None
RISK ASSESSMENT	Low



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Report 2614/HS

ACTING TOWN CLERK'S REPORT

STRAND WHARF

We still await formalisation of the TRO. The Acting Town Clerk is in contact with SBC on this matter and is addressing the final few outstanding matters relating to the project.

The first of the memorial plaques have been affixed.



STAFFING

The Town Clerk is now on week four of his phased return to work.

All other staffing matters remain stable at this time.

I am currently investigating the status of Leigh Town Council as a Living Wage Employer and will report to the Personnel Sub-Committee in the near future.

TRAINING

The Town Clerk is attending the NALC Conference in October.

Cllrs Rosier and Robertson will be attending Chairman's Day 1 training, with Cllr Rosier also attending Day 3 as well. Cllrs Morgan and Ward are both attending a Councillor Finance course.

Cllr C Mulroney and I will be attending a Vine HR – Employment Overview Course.

RENEWAL OF COUNCIL INSURANCE

This has been renewed with appropriate amendments e.g. removal of bus shelters. The IPT has increased from 6% to 9.5% but a 5% discount has been applied over the next 3 years for extending the long term renewal date to 2020. This equates to a saving of approximately £350 per annum.