



Leigh-on-Sea Town Council  
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**Chairman:** Cllr Bernard Arscott | **Vice Chairman:** Cllr Sandra McCurdy

**Town Clerk:** Helen Symmons *PSLCC*



Members are hereby summoned to attend a meeting of Leigh-on-Sea Town Council on  
**Wednesday 25<sup>th</sup> October 2023** in Leigh Community Centre,  
71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**.

Michael Letch  
Locum Clerk  
19<sup>th</sup> October 2023

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

#### **AGENDA / BUSINESS TO BE TRANSACTED**

- 1. CHAIRMAN AND HOUSEKEEPING ANNOUNCEMENT**
- 2. APOLOGIES FOR ABSENCE**
- 3. DECLARATIONS OF INTEREST**  
For Councillors to declare any pecuniary or non-pecuniary interest in any items on the agenda
- 4. MINUTES**
  - a. APPROVAL OF THE MINUTES OF THE COUNCIL MEETING ON 25th JULY 2023
  - b. APPROVAL OF THE MINUTES OF THE COUNCIL MEETING ON 13<sup>TH</sup> SEPTEMBER 2023
- 5. PUBLIC REPRESENTATIONS (on agenda items)**
- 6. PUBLIC QUESTIONS (for which written notice has been received)**  
Question from Manchester Drive Allotment Society
- 7. CORRESPONDENCE**  
To note that the remembrance service is in the Eastwood Hall 12<sup>th</sup> November starting at 2pm to enable those who wish to attend the Service at St Clements.
- 8. QUESTIONS FROM COUNCILLORS (for which written notice has been received)**  
Follow up question concerning actions following vote of no confidence.
- 9. SOUTHEND CITY COUNCIL**  
This is an agenda item inviting Southend City Councillors representing Leigh Town Council areas to report matters and issues relevant to the Town Council's area either in person or by correspondence to the Town Clerk.

## **10. TOWN CLERK'S REPORT**

No update this month

<b>COMMITTEES / PDGS AND REPRESENTATIVE REPORTS</b>
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## **11. COMMITTEES**

To receive the Minutes of Committees for 2022/23, presented by the Committee Chairman.

- a) Planning, Licensing and Highways Committee –
  - a. To note Cllr Robinson is standing down from the committee and appoint a new member.
- b) Community & Culture Committee  
Next meeting 25<sup>th</sup> October
- c) Finance and Governance Committee  
Meeting 31<sup>st</sup> July - To receive the minutes if available.
- d) Staffing Committee – To receive the minutes if available.

## **12. STRATEGIC PLAN PDG**

No report

## **13. YOUTH PROVISION PDG**

No report

## **14. REPRESENTATIVE REPORTS**

No report

<b>OTHER DECISION ITEMS</b>
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## **15. TO APPOINT A REPRESENTATIVE TO THE ESSEX ASSOCIATION OF LOCAL COUNCILS' EXECUTIVE COMMITTEE.**

As the sole representative of the City Council area, the Town Council has a seat on the county representatives committee.

## **16. TO SET A DATE FOR COUNCILLOR TRAINING**

Councillors have requested an introduction to council procedure which can be delivered in-house.

Councillors have details of external training courses provided by Essex Association of Local Councils.

## **17. DISPOSABLE VAPES – to consider drafting a letter in support of a proposed ban on disposable vapes.**

As of 12th October, a government consultation has commenced which includes a proposal to ban the sale of disposable vapes and it is proposed that a letter should be drafted in support of said ban addressed to the M.P.

## **18. BUS ROUTE**

Update on progress

## 19. FINANCIAL MATTERS

- a. To note the internal audit report and consider actions arising.
- b. To note that an independent financial audit has been commissioned to investigate allegations of potential fraud.
- c. To consider first draft of 2023-24 budget.

- d. Council bank balance as at 18<sup>th</sup> October 2023

Current Account	£35,792.80
Imprest Account	£900.06
Payroll Account	£654.41
Savings Account	£404,452.21
Public Sector Deposit Fund	£532,364.07

Cllr Suttling has completed the reconciliation checks for August and September

- e. To approve expenditure for September

Cheque	£ cost	Payee	Purpose
BK TRS	£150.00	Mashfords Gardening & general Maintenance	Grass cutting at Skate Park
BK TRS	£110.00	Verde	Coffee supplies café
BK TRS	£146.19	Amazon	Maintenance item and urn
BK TRS	£2512.80	Kieran Lucas Contractors Ltd	Works related to new steel beam LCC
BK TRS	£41.41	Couno Office Solutions Ltd	Photocopying
BK TRS	£19.93	Mark One Hire	Acrow prop hire
BK TRS	£158.40	James Todd & Co Ltd	Payroll processing
BK TRS	£311.93	Cater Kwik Ltd	Water boiler for café (replacement)
BK TRS	£25.00	Plot-holder	Plot deposit refund
BK TRS	£445.28	Montine Food Company Ltd	Café supplies
BK TRS	£558.91	Veolia Environmental Services	Garden waste sacks
BK TRS	£1127.03	PFS Group Ltd	Call out re fire alarm. Access control system works LCC
BK TRS	£125.00	Manchester Drive Allotment Society	Retained deposits and site clearance
BK TRS	£125.90	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£314.10	Montine Food Company Ltd	Café supplies
BK TRS	£220.50	Basildon Borough Council	Panto tickets Community Transport
BK TRS	£16.78	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£358.80	British Telecom	Btnet charges
BK TRS	£988.79	Kieran Lucas Contractors Ltd	Additional temporary propping related to new steel beam LCC
BK TRS	£708.00	Essex Maintenance Ltd	Supply & fit new tap in disabled toilet
BK TRS	£78.00	Hirer	Refund hall hire
BK TRS	£101.00	Havens Hospices	Herd in the City donations collected
BK TRS	£750.00	Manchester Drive Allotments	ASA agreement
BK TRS	£125.00	Marshall Close Allotments	ASA agreement
BK TRS	£150.00	Mashfords Gardening & general Maintenance	Grass cutting at Skate Park
BK TRS	£192.00	Verde	Coffee supplies café
BK TRS	£53.16	Viking	Stationery
BK TRS	£15.00	Plot-holder	Plot deposit refund

BK TRS	£50.15	Couno Office Solutions Ltd	Photocopying
BK TRS	£25.49	Amazon	HDMI cable
BK TRS	£19.28	Mark One Hire Ltd	Acrow prop hire
BK TRS	£115.40	The Montine Food Company	Café supplies
BK TRS	£158.40	James Todd & Co Ltd	Payroll processing
BK TRS	£110.00	Verde	Coffee supplies café
BK TRS	£272.46	The Montine Food Company	Café supplies
BK TRS	£118.90	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£32.84	Hirer	Refund deposit
BK TRS	£480.00	Phuse Media	Website development
BK TRS	£360.00	BT Payphones	Red Telephone Box
BK TRS	£370.00	Heelis & Lodge	Internal audit interim visit fee
BK TRS	£316.06	The Montine Food Company	Café supplies
BK TRS	£123.00	J Milne	Baked goods for café
BK TRS	£1156.00	Greenworks	Washroom services annual contract
BK TRS	£32.34	Viking	Stationery
BK TRS	£35.00	Plot-holder	Plot and key deposit refund
BK TRS	£960.00	Kieran Lucas Contractors Ltd	Repairs to water leak at Manchester Drive allotments
BK TRS	£29.96	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£320.00	Amazon	2 x Portable PA systems and light bulbs
BK TRS	£146.56	The Montine Food Company	Café supplies
BK TRS	£2820.00	The HR Services Partnership Ltd (Worknest)	HR support
		<b>Expenditure – Imprest Items</b>	
	£12.99	Zoom Communications	Subscription
	£12.99	Canva	Subscription
	£12.99	Zoom Communications	Subscription

**DATE OF NEXT SCHEDULED MEETING: Tuesday 28<sup>th</sup> November 2023**

Date of January Council meeting.

To note that the January meeting date clashes with the Mayorial charity Burns night supper to which some members will want to attend. An alternative date could be considered.