



# 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 Bernard Arscott | **Vice Chairman:** Cllr Sandra McCurdy

**Town Clerk:** Helen Symmons PSLCC



**Members are requested to attend an Extraordinary Meeting of the Leigh-on-Sea Town Council on**

**Monday 31<sup>st</sup> July 2023 commencing at 8.00 pm.**

at Leigh-on-Sea Community Centre, 71-73 Elm Road, SS9 1SP

Councillors: Agdeve, B. Arscott, R. Arscott, Bowry, Cartey, Flewitt, Garston, Gilson, Hart, Lambert, Lloyd, McCurdy, Mulronee, Robinson, Suttling, Watt

Bernard C. Arscott  
Chairman LTC Council  
25<sup>th</sup> July, 2023

Please Note: Any member who is unable to attend the meeting should send their apologies to the Town Clerk.

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

1. HOUSEKEEPING ANNOUNCEMENTS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. MOTION TO EXCLUDE PUBLIC – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960  
That in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SOs 3(d), and 24(a) – Staffing)
5. CONFIDENTIAL ITEM No. 1 – HR Matters
6. CONFIDENTIAL ITEM NO. 2 – Staffing Matter

End of confidential session

7. DEFERRED ITEM 5 FROM FULL COUNCIL 25<sup>TH</sup> JULY 2023

Council deferred the APPROVAL of the Minutes of the EO meeting [10<sup>TH</sup> JULY 2023](#) to this meeting

8. DEFERRED ITEM 10 FROM FULL COUNCIL 25<sup>TH</sup> JULY 2023

Council deferred the NOTING of the Town Clerk's report to this meeting (Appendix 1)

10. TOWN CLERK'S REPORT

On 10<sup>th</sup> July, Council held an Extra Ordinary meeting with two motions remaining on the agenda. Following the meeting, the Town Clerk advised members that any decision taken at that meeting with regard to the motions could be challenged under a judicial review as Standing Orders were not complied with as follows:

Standing Order 1 b – a motion 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.

There were no reports with any information circulated in writing with the agenda. Due to the first part of the motion suspending various standing orders, the Town Clerk was precluded from assisting with the motion submissions and hence unable to highlight this. Notes from the Town Clerk were included in the agenda but this was not a report from the proposer of the motion.

Standing Order 1c – a motion on the agenda that is not moved by its proposer or another Councillor present may be treated by the Chairman of the meeting as withdrawn.

Cllr Watt was not in attendance at the meeting and therefore was not able to move the motion. The Chairman did not call upon another Councillor to move the motion.

Whilst Cllr McCurdy was present at the meeting, the Chairman did not invite Cllr McCurdy to move her motion nor did the Chairman call upon any other Councillor to move the motion.

The Town Clerk recommended to the Chairman 11<sup>th</sup> July 2023 that to protect Council the motions should be placed on the Council agenda 25<sup>th</sup> July correctly, by submitting accompanying written reports and then moved in the correct manner at the meeting.

No response was received from the Chairman and there was no receipt of reports by the requested date from the proposers or seconders of the original motions, hence the Town Clerk was unable to add them to this agenda.

**TOWN CLERK'S REPORT JULY 2023**

**TRAINING**

Staff 2023 to date

Manual Handling Essentials
Health & Safety Essentials
Local Councils and community engagement
SLCC Practitioners Conference
Team Leadership Essentials
How to Organise Safe and Successful community events
Themed Summit - Community Building Management
Essex Branch SLCC Training Day
Water Compliance & Legionella Control
Allotment Management - Tenancy Agreements & Policies
Social Media - advanced tips and strategy resources
Allotment Management - Site Facilities and Health & Safety
Evac Chair training

Qualifications obtained in 2023 to date

Introduction to Local Council Administration – 3 staff members  
Finance in Local Council Administration – 3 staff members  
Level 2 Food Hygiene – 2 staff members

Councillors:

A list of available training for Councillors was sent to all members 24<sup>th</sup> May. To date no councillor has requested any training.

Southend City Council offered Planning and Code of Conduct training for councillors remotely in May. The Town Clerk has no knowledge of which councillors undertook this training.

**WORKING OVERVIEW**

In addition to regular work, the main areas the Staff have/will be working on:

- Herd in the City promotion and activities
- Summer holiday activities and events preparation
- Administration surrounding EO meeting
- Shared vision draft survey
- HR matters
- Commencement of 2024/25 Budget administration
- Community Engagement app review
- Community Fund research
- Magazine edition 18
- Hosting 2 work experience students
- Assisting new councillors with regard to completing finance checks

**MEETINGS/REPRESENTATION FOR COUNCIL SINCE MAY:**

- SCC EMERGENCY TEAM – LCC REST CENTRE CHECK
- OP UNION WEEKLY PARTNERS CATCH UP
- BRITISH LEGION POPPY APPEAL
- SLCC ESSEX BRANCH AGM AND CONFERENCE DAY
- SCC STAKEHOLDER PANEL
- BARCLAYS HUB REVIEW
- FRIENDS OF LEIGH LIBRARY GARDENS
- SLCC NATIONAL FORUM
- HERD IN THE CITY NETWORKING EVENTS

Extraordinary Council Meeting 31<sup>st</sup> July 2023 – Appendix 1

**COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2023/24**

<b>Committee</b>	<b>Minute No. and Subject</b>	<b>Completion status</b>	<b>Completion Date</b>	<b>Outcome</b>	<b>Forward Action Required</b>	<b>Responsible</b>
Council 23-05-23	13 COMMITTEES	RESOLVED all reviewed policies and expenditure	23-05-23	Website updated	NFA	
Council 23-05-23	17-21 ANNUAL BUSINESS	RESOLVED		In process of updating bank mandate	Cllrs to sign. Cllr McCurdy has yet to sign mandates	Cllr McCurdy
Council 23-05-23	22-25 FINANCIAL	RESOLVED AGAR	23-05-23	Uploaded to website, public notice published, sent to external auditors	NFA under this minute	
Council 23-05-23	26 STRATEGIC PLAN	RESOLVED to hold PDG		PDG held 4 <sup>th</sup> July – reported on agenda	NFA under this minute	
Council 23-05-23	27 EALC MEMBERSHIP	RESOLVED to rejoin	24-05-23	Re-joined. Training details advised to cllrs	NFA	
Council 23-05-23	28 SEASONAL LITTER PICK	RESOLVED to hold a group pick		No interest apart from 2 cllrs in the dates circulated	Further date to decide if Cllrs interested	
Council 23-05-23	29 YOUTH PROVISION	RESOLVED to hold PDG		Meeting held 18 <sup>th</sup> July – reported on agenda	NFA under this minute	
EO Council 10-07-23	33 MINUTES	RESOLVED to defer signing until Council 25 <sup>th</sup> July	25-07-23	On agenda	NFA	
EO Council 10-07-23	38 MOTION re Staff review	RESOLVED	MOTION NOT MOVED  DECISION NULL & VOID	Town Clerk has advised Council that the motion was not moved correctly with breaches of Standing Orders and therefore does not stand	The proposer and seconder need to resubmit motion correctly should they wish it to progress and it needs to be moved correctly at an appropriate meeting	
EO Council 10-07-23	39. MOTION re Council documents	RESOLVED	MOTION NO MOVED DECISION NULL & VOID	Town Clerk has advised Council that the motion was not moved correctly with breaches of Standing Orders and therefore does not stand	The proposer and seconder need to resubmit motion correctly should they wish it to progress and it needs to be moved correctly at an appropriate meeting	