



Leigh-on-Sea Town Council

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Chairman: Cllr Valerie Morgan
Vice Chairman: Cllr Jill Healey
Town Clerk: Helen Symmons

MINUTES OF A MEETING OF LEIGH-ON-SEA TOWN COUNCIL
TUESDAY 19TH MARCH 2019
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Valerie Morgan (Chairman), Keith Evans, Anita Forde, Jill Healey, Carole Mulroney, Declan Mulroney, Ron Owen, Caroline Parker and Vivien Rosier.

Also in attendance: Helen Symmons (Town Clerk), Rev. Andrew Cowley (Leigh Road Baptist Church), Cllr Stephen Ayles (Southend Borough Council) and one member of the public.

Prior to the meeting, Blade Education made a presentation of their work and projects in the Southend community. These ranged from their first event 'Celebrate Leigh' to the more recent London Southend Airport Poppy Garden and Tapestry. Blade Education is all about social enterprise and working within communities with 'Everyone together – no one left behind'. They spoke of the lottery funding they have secured with regard to Southend cemeteries and the new projects they hope to be involved in subject to funding. Leigh Town Council were thanked for their continued support.

Following the presentation and prior to the meeting prayers were said by Rev. Andrew Cowley, the Chairman's Chaplain.

The meeting opened 7.33 p.m.

103. THE CHAIRMAN'S OPENING REMARKS INCLUDING HOUSEKEEPING ANNOUNCEMENTS

The Chairman welcomed all to the final full Council meeting of the administration year and also the 4 year Council term. She thanked Reverend Cowley for being her Chaplain. The Chairman spoke of the High Sheriff of Essex awards evening that she had recently attended with the Vice Chairman and they were delighted to witness that two of the award winners had connections with Leigh Town Council. The appropriate housekeeping announcements were made.

104. APOLOGIES FOR ABSENCE

Cllrs: Jill Adair, Mark Bromfield, John Duprey, Patrick Fox, Paul Gilson and Fr. Clive Hillman.

105. DECLARATION OF MEMBERS' INTERESTS

Cllr C Mulroney declared a non-pecuniary interest as a Southend Borough Councillor in Agenda item 9e, as Southend Borough Council are landlords for the skate park.

106. APPROVE MINUTES OF THE PREVIOUS MEETING

Cllr Owen queried the reference in the minutes to the resurfacing works mentioned by Southend Borough Cllr Arcott at the meeting. The Town Clerk checked her notes and confirmed that they had been recorded that the work would take place in 'due course'. As Cllr Owen reported the issue had worsened, the Town Clerk was requested to bring this to the attention of the Borough. A Borough Councillor present also undertook to report the matter direct.

The minutes of 22nd January 2019 were agreed and signed by the Chairman as a true and accurate record.

107. PUBLIC REPRESENTATIONS

There were none.

108. SOUTHEND BOROUGH COUNCIL

The Chairman welcomed Cllr Aylen to the meeting and invited him to speak. Cllr Aylen requested that Leigh Town Council consider two potential projects for CIL receipts – flower planters at the junction of Elmsleigh Drive and Manchester Drive and an alteration to the Prittlebrook cycle path so that it encompassed Bonchurch Park and ran completely by the brook with the park. The Town Clerk confirmed that these projects were not something Leigh Town Council could consider without the support of the Borough Council. They would be added to the list for Council to consider with other ideas upon receipt of 2019 CIL monies. Cllr Aylen thanked Leigh Town Council for the Bonchurch Park event as this was well received by residents.

Cllr Aylen left the meeting along with the member of the public.

Cllr C Mulroney in her capacity as a Borough Councillor informed the Council of the current Borough Consultations that could be responded to and advised that the Borough's energy partnership with OVO Energy was due to finish and options would be advised to those that had signed up with the energy supplier.

109. QUESTIONS FROM COUNCILLORS (for which written notice has been received)

There were none.

110. TOWN CLERK'S REPORT

The Committee **NOTED** the report and the Town Clerk advised that the Future High Streets Fund Expression of Interest bid was due to be submitted. The Council were appreciative of the opportunity for the Town Clerk to work with the Leigh Partnership Group to submit this through the Borough Council.

COMMITTEES

111. COMMITTEES – **Agenda item 9**

To receive the Minutes of Committees for 2018/19 and report 2708/I&E

- a) Planning Committee – Cllr Healey presented the minutes of [29th January](#), [12th February](#), [26th February](#) and [12th March 2019](#)

NO RECOMMENDATIONS TO COUNCIL

- b) Staffing Committee – Cllr D Mulroney presented the minutes of [29th January 2019](#)

NO RECOMMENDATIONS TO COUNCIL

- c) Community Facilities Committee – Cllr C Mulroney presented the minutes of [5th February 2019](#)

NO RECOMMENDATIONS TO COUNCIL –

- d) Environment & Leisure – Cllr Morgan presented the minutes of [19th February 2019](#)

RECOMMENDATIONS TO COUNCIL

- **Minute 86** – Allotments Non-Residents Levy - **RESOLVED**

e) Policy & Resources – Cllr D Mulrone presented the minutes of [5th March 2019](#)

RECOMMENDATIONS TO COUNCIL –

- **Minute 78** – Risk Management Strategy – **RESOLVED**
- **Minute 79** – Review of Risk Register – **RESOLVED**
- **Minute 84** – Skate Park – **RESOLVED**
- **Minute 85** – Earmarked Reserves E&L and CFC – **RESOLVED**
- **Minute 88** – P&R Earmarked Reserves - **RESOLVED**
- **Minute 91** - To Approve Expenditure - **RESOLVED**

DECISION ITEMS

112. GOVERNANCE STATEMENT – Agenda item 10

The Chairman read each accounting statement with members reviewing the specific control measures.

Statement 1 – The Council has put in place arrangement for effective financial management during the year and for the preparation of the accounting statements with specific control measures.

The Council **RESOLVED** Statement 1

Statement 2 – The Council has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness with specific control measures.

The Council **RESOLVED** Statement 2

Statement 3 – The Council took all reasonable steps to assure itself that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.

The Council **RESOLVED** Statement 3

Statement 4 – The Council has provided proper opportunity during the year for the exercise of electors' rights in accordance with requirements of the Accounts and Audit Regulations.

The Council **RESOLVED** Statement 4

Statement 5 – The Council has carried out an assessment of the risks facing the Council and have taken appropriate steps to manage these risks, including the introduction of internal controls and/or external insurance where required.

The Council **RESOLVED** Statement 5

Statement 6 – The Council maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.

The Council **RESOLVED** Statement 6

Statement 7 – The Council took appropriate action on all matters raised in reports from internal and external audit.

The Council **RESOLVED** Statement 7

Statement 8 – The Council has considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after year end have a financial impact on the council and where appropriate have included them in the accounting statements.

Council **RESOLVED** Statement 8

113. PASTORAL CHAPLAIN – **Agenda item 11**

Following a proposal (Cllr Healey, seconded Cllr C Mulroney) the Council **RESOLVED** to appoint a Pastoral Chaplain and the Town Clerk will investigate further.

114. LOCAL PLAN ISSUES AND OPTIONS CONSULTATION – **Agenda item 12**

The response formulated at the Working Group meeting (which had been open to all Councillors to attend) was presented. Councillors were reminded that there was still time to respond individually if they had not been able to attend the working group session. The response was considered with some discussion.

Following a proposal (Cllr Morgan, seconded Cllr Healey) the Council **RESOLVED** to submit the response presented as the Council's consultation response.

115. STRATEGIC PLAN – **Agenda item 13**

Following a proposal (Cllr Morgan, seconded Cllr Parker) the Council **ADOPTED** the presented Strategic Plan. This will now be printed for distribution and will be in place for the new Council administration.

FOR NOTING

116. TIMETABLE OF MEETINGS 2019/20

Council **NOTED** the diary.

117. GDPR FOR MEMBERS

Council **NOTED** the report.

118. RECORDING OF A COMPLAINT

The Council **NOTED** the report

119. INTERIM AUDIT REPORT

The Council **NOTED** the report and thanked the Assistant RFO for completing the VAT registration and Opt to Tax process.

FINANCIAL

120. COPY OF FINAL COUNCIL BUDGET

Copies were provided to members.

The meeting closed at 8.18 pm