



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 Keith Evans | **Vice Chairman:** Cllr Dr David Bowry

Town Clerk: Helen Symmons PSLCC



MINUTES OF COUNCIL MEETING
HELD AT LEIGH COMMUNITY CENTRE
TUESDAY 28th March 2023

Present: Cllrs: Bernard Arscott, David Bowry (Vice Chairman), Vinice Cowell, Keith Evans (Chairman), Paul Gilson, Jill Healey, Emma Mills, Craig Watt and Andrew Wilkins

Also in attendance: Helen Symmons (Town Clerk) and Ingmar Lindberg-Jones (Administrative Assistant)

Absent: Cllrs: Doug Cracknell, Anita Forde, Alan Hart, Carole Mulroney, Leslie Parris, James Preston and Rory Windass

Prior to the meeting Gavin Dixon from Kings Church lead the Council in prayers.

MINUTES

The meeting opened at 7.36 pm

109. CHAIRMAN AND HOUSEKEEPING ANNOUNCEMENTS

The Chairman welcomed all to the meeting and made the appropriate housekeeping announcements.

110. STATEMENT FROM STAFFING COMMITTEE

Council **RESOLVED** the public statement and for its inclusion on the Leigh-On-Sea Town Council Website:

'As a Council we are proud to have signed up to the Civility and Respect Pledge and we fully support all our councillors, officers and community centre staff in the execution of their duties without harassment, bullying or intimidation and that should such behaviour be found to occur we will do all within the powers available to us to highlight and eradicate it.'

111. APOLOGIES FOR ABSENCE

Cllr Doug Cracknell, Anita Forde, Alan Hart, Carole Mulroney and James Preston

112. DECLARATIONS OF INTEREST

Cllr Evans declared a non-pecuniary interest in any agenda item where Southend City Council are mentioned.

113. APPROVAL OF THE MINUTES OF THE MEETING [24TH JANUARY 2023](#)

The minutes of the meeting 24th January 2023 were agreed as an accurate record and signed.

114. PUBLIC REPRESENTATION

None

115. QUESTIONS FROM COUNCILLORS

None

116. SOUTHEND CITY COUNCIL

Cllr Keith Evans in his capacity as a City Councillor advised that the last Full Council meeting at Southend City Council had taken place. The pre-election period for the Southend City Council had commenced.

117. TOWN CLERK'S REPORT

Council **NOTED** the report.

COMMITTEES / PDGS AND REPRESENTATIVE REPORTS

118. COMMITTEES

- a) The minutes of the Planning, Licensing and Highways Committee were presented by Cllr Cowell. The minutes were **NOTED** by Council.

Cllr Gilson thanked Cllr Cowell and Cracknell for their professionalism on the Committee.

- b) The minutes of the Community & Culture Committee were presented and **NOTED**.
- c) The minutes of the Staffing Committee were presented by Cllr Bowry Chairman of the Committee and **NOTED with the following exceptions**

MINUTE 40 which Council had **RESOLVED** as Agenda item 2

- d) The minutes of the Finance & Governance Committee were presented by Cllr Bowry as Chairman of the Committee and **NOTED with the following exceptions**

MINUTE 52 Council **RESOLVED** the proposed amendments to the Staff handbook

MINUTE 53 Council **RESOLVED** the reviewed policy

MINUTE 54 Council **RESOLVED** the reviewed policy

MINUTE 55 Council **RESOLVED** the reviewed Risk Management Strategy and Risk Register. Cllr Bowry read each Governance statement individually and Council **RESOLVED** each statement.

MINUTE 56

Following a proposal (Cllr Evans, seconded Cllr Arscott) Council **RESOLVED** to defer the recommendation until the new administration is in place.

MINUTE 58 Council **RESOLVED** the expenditure list.

MINUTE 62-64 Council **RESOLVED** the Earmark Reserves

Cllr Bowry thanked all members on the Staffing and F&G Committees, especially Cllr Cowell with her help with some complex staffing issues.

119. REPRESENTATIVE REPORTS

Cllr Gilson reported on the police meeting and was of the opinion it needed more structure and could do with a neutral chairman to allow proceedings to run smoother.

OTHER DECISION ITEMS

120. ADOPTION OF ACCEPTABLE USAGE POLICY

Following a amendment proposal (Cllr Cowell, seconded Cllr Arscott), Council **RESOLVED** the inclusion of the following wording to item 5 'unless necessary accessibility software is required which can be downloaded following reference with the Town Clerk'

Council **RESOLVED** the amended policy.

121. STRATEGIC PLAN

Council **ADOPTED** the Strategic Plan

FOR NOTING / CONSIDERATION

122. DRAFT TIMETABLE OF MEETINGS

Council **NOTED** the timetable of meetings

123. GENERAL DATA PROTECTION REGULATIONS (GDPR) FOR MEMBERS

Council **NOTED** the report.

124. COPY OF FINAL [COUNCIL BUDGET 2023/24](#)

Council **NOTED** the report.

125. COUNCILLORS' COMMUNITY ENGAGEMENT

Council **NOTED** the report.

The Chairman thanked members of the Council and Staff for their support this year and thanked all Councillors not standing in the forthcoming election for their time and work at the Council and wished good luck to those that were to be nominees.

The meeting closed at 8.20 pm