



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



MINUTES OF ANNUAL COUNCIL MEETING
HELD AT LEIGH COMMUNITY CENTRE
TUESDAY 23rd MAY 2023

Present: Cllrs: Murat Agdeve, Bernard Arscott, Rosemary Arscott, Dr. David Bowry, Owen Cartey, Mark Flewitt, Jonathan Garston, Paul Gilson, Alan Hart, Carol Lambert, John Lloyd, Sandra McCurdy, Carole Mulroney, Dr. Anne Robinson, Judith Suttling and Craig Watt

Also in attendance: Helen Symmons (Town Clerk) and Ingmar Lindberg-Jones (Council Admin Assistant), Keith Evans, Sally Bailey from Gold Geese and 12 members of the public

MINUTES

The meeting opened at 7.30pm

1. ELECTION OF CHAIRMAN **Agenda item 1**

Keith Evans chaired the first agenda item. Upon calling for nominations for Chairman, Cllr Arscott put forward a motion to suspend Standing Order 4b under Standing Order 11a(xvi). The motion was seconded by Cllr Watt.

Council **RESOLVED** to suspend the following Standing Order for the duration of the meeting:

- To Chair a committee or be Chairman of council, a member is to have proven chairmanship experience or have already undertaken appropriate Chairmanship Training sourced by the Town Clerk
- To sit on the Staffing Committee, a member is to have proven experience in employment management or to have already undertaken appropriate Employment training sourced by the Town Clerk.
- To sit on the Town Clerk's appraisal panel, a member is to have proven experience in conducting appraisals or to have already undertaken appropriate Appraisal training sourced by the Town Clerk.
- To sit on the Planning, Highways & Licensing Committee, a member has to undertake regular training via Southend City Council or sourced by the Town Clerk.

Keith Evans called for nominations for Chairman of Council

Cllr Arscott Proposed: Cllr Watt Seconded: Cllr McCurdy

Cllr Bowry Proposed: Cllr Hart Seconded: Cllr Mulroney

Council **RESOLVED** Cllr Bernard Arscott as Chairman of Leigh Town Council for 2023/24. Following signing of the statutory Declaration of Acceptance of Office, Cllr Arscott chaired the meeting.

During the meeting Cllr Arscott announced that his charity for the year would be Serving the Homeless.

2. ELECTION OF VICE CHAIRMAN **Agenda item 2**

Cllr Bowry Proposed: Cllr Hart Seconded: Cllr Mulroney

Cllr McCurdy Proposed: Cllr Watt Seconded: Cllr Flewitt

Council **RESOLVED** Cllr Sandra McCurdy as Vice Chairman of Leigh Town Council for 2023/24.

A member of public thanked Keith Evans for his service to residents as Chairman.

3. PRESENTATION BY IMMEDIATE PAST CHAIRMAN TO GOLD GEESE

Keith Evans made a presentation of £4,000 to Gold Geese, his chosen charity in his year as Chairman of Leigh Town Council. Sally Bailey on behalf of Gold Geese responded.

A vote of thanks for Keith Evans was made by Council

4. APOLOGIES FOR ABSENCE

None

5. DECLARATION OF MEMBERS' INTERESTS

Cllr Mulroney declared non-pecuniary interests in any agenda item where Southend City Council are mentioned in her capacity as City Councillor; as a member on the Development Control Committee of Southend City Council; in Agenda item 15 as a director on Leigh Port Partnership.

Cllr Cartey declared a non-pecuniary interest in any agenda item where Southend City Council are mentioned in his capacity as a City Councillor.

Cllr Flewitt declared a non-pecuniary interest in any agenda item where Southend City Council are mentioned, his husband being a City Councillor on the Development Control Committee and Licensing Committee.

Cllr Garston declared a non-pecuniary interest where Southend City Council are mentioned, his father being a City Councillor and a Portfolio Holder.

6. APPROVAL OF THE MINUTES OF THE MEETING 28th MARCH 2023

The minutes of the meeting 28th March 2023 were agreed as an accurate record and signed.

7. TO NOTE THE DRAFT MINUTES OF THE ANNUAL TOWN MEETING 24th MARCH 2023

The minutes of the meeting were **NOTED**

8. PUBLIC REPRESENTATIONS

Resident Damian O'Boyle was permitted to read his questions with the Chairman confirming that a written response will be received in 14 days. The questions and responses will be recorded in the agenda of the next Council meeting.

9. QUESTIONS FROM COUNCILLORS

There were none.

10. SOUTHEND CITY COUNCIL

Cllr Cartey provided the Council with a review of the election results, the change of leadership at City Council and progress on some elements of reversing previous decisions of the City Council. He had been appointed as the representative to the Leigh Port Partnership and had met with some Cabinet Holders already on West Leigh matters.

Cllr Mulroney advised that she was no longer a Portfolio holder at Southend City Council but remained on Development Control Committee and was Vice Chairman on a Scrutiny Committee.

11. TOWN CLERK'S REPORT

The report was **NOTED** and Cllr Suttling mentioned that she too had been included in MP Anna Firth's speech.

12. RESOLUTION OF TOWN COUNCIL TO EXERCISE THE GENERAL POWER OF COMPETENCE **Agenda item 12**

Council **RESOLVED** the General Power of Competence having met all the legal conditions.

The Chairman indicated that he wished to change the order of business. A short break was taken whereupon the Town Clerk provided advice to the Chairman and Vice Chairman which was accepted.

13. COMMITTEES - **Agenda item 13**

- a) The minutes of the Planning, Licensing and Highways Committee were **NOTED**
- b) The minutes of the Community & Culture Committee were **NOTED**
- c) The minutes of the Staffing Committee were **NOTED**
- d) The minutes of the Finance & Governance Committee were **NOTED**

Minute 71 – Council **RESOLVED** to adopt the reviewed Standing Orders, Financial Regulations and Terms of Reference

Minute 72– Council **RESOLVED** the reviewed Freedom of Information Publication Scheme, Press & Media Policy and Complaints Policy

Minute 75 – Council **RESOLVED** to approve the expenditure

ANNUAL COMMITTEES

14. MEMBERSHIP OF COMMITTEES FOR 2023/24 AND ELECTION OF CHAIRMAN AND VICE CHAIRMAN FOR EACH COMMITTEE **Agenda item 14**

The Town Clerk strongly advised that for the business continuity reasons stated in the agenda that Cllr Gilson be appointed to the Planning Committee, Cllr Mulroney to Community & Culture Committee and Cllr Bowry to Finance & Governance and Staffing Committees and then the rest of the Committee places be filled by election.

The following Committees were formed with the following memberships (Ex-officio members indicated *) and Chairmen and Vice Chairmen (proposer and seconder initials):

a) Planning, Highways & Licensing Committee	b) Community & Culture Committee
Cllr Agdeve Cllr B Arscott* Cllr R Arscott Cllr Garston – Chairman (CW, PG) Cllr Gillson Cllr Lambert – Vice Chairman (CW, JL) Cllr McCurdy* Cllr Dr. Robinson Cllr Watt	Cllr Agdeve Cllr B Arscott* Cllr R Arscott Cllr Flewitt – Chairman (CW, AR) Cllr Lambert Cllr Lloyd Cllr McCurdy Cllr Dr. Robinson Cllr Watt – Vice Chairman (CL, SM)
c) Staffing Committee	d) Finance & Governance Committee
Cllr B Arscott* Cllr Dr. Bowry Cllr Flewitt Cllr Garston Cllr Lloyd Cllr McCurdy* - Chairman (JG, CW) Cllr Watt – Vice Chairman (MF, SM)	Cllr B Arscott* - Chairman (MF, OC) Cllr R Arscott Cllr Cartey Cllr Garston Cllr Lambert Cllr Lloyd Cllr McCurdy – Vice Chairman (CL, BA) Cllr Dr. Robinson Cllr Suttling

15. DATES AND TIMES OF MEETINGS **Agenda item 15**

Council **RESOLVED** the dates and times of meetings for 2023/24.

16. REPRESENTATIVES TO OUTSIDE BODIES **Agenda item 16**

Council **RESOLVED** to appoint the following representatives to outside bodies for 2023/24 (proposer and seconder initials):

OUTSIDE BODY	2023/24 REPRESENTATIVE	RESERVE (if applicable)
Public & Passenger Transport Group	Cllr Flewitt (CW, JL)	Cllr Suttling (CW, MF)
Leigh Port Partnership	Cllr B Arscott (SM, CW)	
Southend Airport Consultative Committee	Cllr Flewitt (CW, SM)	Cllr Suttling (MF, OC)
Southend Standards Committee	Cllr B Arscott (CW, MF)	Cllr Flewitt (CW, AR)
SAVS	Cllr Agdeve (OC, AR) Cllr McCurdy (CW, JG) Cllr Suttling (SM, CW)	
Leigh Coastal Communities Team	Cllr B Arscott (CW, MF)	Cllr McCurdy (CW, JL)
Veolia Community Group	Cllr Gilson (CW, OC)	Cllr Suttling (MF, SM)
Local Community Police Meeting	Cllr Dr. Robinson (CW, SM)	

OTHER ANNUAL BUSINESS

17. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT **Agenda item 17**

Council **RESOLVED** to approve the current inventory

18. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS **Agenda item 18**

Council **RESOLVED** to confirm the arrangements.

19. TO AUTHORISE PAYMENT OF ANNUAL SUBSCRIPTIONS, CONTRACTS AND LICENCES IN ACCORDANCE WITH INTERNAL FINANCIAL REGULATIONS EITHER BY VARIABLE DIRECT DEBIT, BANK TRANSFER OR CHEQUE **Agenda item 19**

Council **RESOLVED** to confirm the payments and approve the use of direct debit and bank transfer methods.

20. GDPR GOVERNANCE REVIEW

Council **NOTED** the report.

21. TO NOMINATE COUNCILLORS TO SIGN CHEQUES AND SALARY PAYMENTS ON BEHALF OF THE COUNCIL **Agenda item 21**

Council **RESOLVED** the following as additional signatories – Cllr McCurdy, Cllr Flewitt, Cllr Garston, Cllr Suttling

On the suggestion from the Chairman to Council that Cllr Mulroney be removed as a signatory, the Town Clerk advised that this would prevent any Council payments being made. The Town Clerk further advised that in previous experience, the process of amending the bank mandate can be a lengthy experience. The advice was considered.

Following a proposal (Cllr B Arscott, Cllr Watt) Council **RESOLVED** to remove Cllr Mulroney from the bank mandate once all other signatories were in place.

FINANCIAL

22. ANNUAL GOVERNANCE STATEMENT 2022/23 **Agenda item 22**

Recognising a reluctance to vote on the financial year end matters, The Town Clerk advised that the statements related to the previous financial year which some Councillors present had already voted in agreement with at the Council meeting 28th March. Furthermore, the income and expenditure and balance sheet had been presented to Finance & Governance Committee 2nd May and therefore had been in the public domain since 27th April to review. The internal auditor had carried out the year end review and confirmed the addition of the figures.

Council **RESOLVED** Section 1 Annual Governance Statement, the statements having been resolved individually at Council 28th March 2023 (minute 118d)

23. ANNUAL ACCOUNTS **Agenda item 23**

Council **RESOLVED** the Income and Expenditure Account, Balance Sheet and supporting notes to accounts.

24. ACCOUNTING STATEMENTS 2022/23 **Agenda item 24**

Council **RESOLVED** Section 2 Accounting Statements and associated papers.

25. APPOINTMENT OF INTERNAL AUDITORS

Council **NOTED** the report.

COUNCILLOR AGENDA ITEMS

26. STRATEGIC PLAN **Agenda item 26**

Following a proposal (Cllr Watt, Cllr Gilson) Council **RESOLVED** to hold a PDG to determine how to proceed with the actions as stated in the agenda

27. DECISION RE EALC/NALC MEMBERSHIP **Agenda item 27**

Following discussion and a proposal (Cllr Watt, Cllr Flewitt) Council **RESOLVED** to rejoin EALC with the subscription of £2000 vired from the Office Earmarked Reserve to Subscriptions budget.

28. DECISION RE A COUNCILLOR SEASONAL LITTER PICK **Agenda item 28**

Following discussion it was agreed that the Town Clerk would circulate dates for a Councillor seasonal litter pick

29. DECISIONS RE YOUTH PROVISION **Agenda item 29**

Following discussion and a proposal (Cllr B Arcscott, Cllr Cartey) Council **RESOLVED** to hold a PDG to determine how to proceed and that various other groups be invited to attend e.g. Youth Mayors, Southend YMCA, Trust Links.

The meeting closed at 9.50 pm.