



# 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



Members are hereby summoned to attend the Annual Council Meeting  
of Leigh-on-Sea Town Council on  
**Tuesday 29<sup>th</sup> November 2022** in Leigh Community Centre,  
71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**.

*Helen Symmons*

Helen Symmons PSLCC  
Town Clerk  
24th November 2022

**Any member who is unable to attend the meeting should send their apologies to the Town Clerk**

## AGENDA / BUSINESS TO BE TRANSACTED

1. CHAIRMAN AND HOUSEKEEPING ANNOUNCEMENTS
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. APPROVAL OF THE MINUTES OF THE MEETING [27<sup>TH</sup> SEPTEMBER 2022](#)
5. PUBLIC REPRESENTATIONS

A presentation will be made to Councillors by a Makaton Tutor who's wish it is to make Leigh a Makaton friendly town.

6. QUESTIONS FROM COUNCILLORS (for which written notice has been received)
7. SOUTHEND CITY COUNCIL

This is an agenda item inviting Southend Borough 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.

8. TOWN CLERK'S REPORT ([Appendix 1](#)) page 4

## COMMITTEES / PDGS AND REPRESENTATIVE REPORTS

9. COMMITTEES

To receive the Minutes of Committees for 2022/23.

- a) Planning, Licensing and Highways Committee – To receive the minutes of [4<sup>th</sup> October](#), [25<sup>th</sup> October](#) and [15<sup>th</sup> November 2022](#). There was no meeting in September due to national mourning.

There are no recommendations to Council

- b) Community & Culture Committee – To receive the minutes of [11<sup>th</sup> October 2022](#)

There are no direct recommendations to Council

- c) Finance & Governance Committee – To receive the minutes of [1<sup>st</sup> November 2022](#)

**RECOMMENDATIONS** as follows:

**Minute 36 – Community Café**

The Committee **RECOMMEND** that the operation of the café be incorporated in to the Council structure.

Both Community & Culture Committee and Finance & Governance have made the recommendation based on [Report 2794](#). The arrangement would be a TUPE transfer which our HR company are assisting with to ensure all administration is in accordance with regulation 13 of the TUPE Regulations. Updated financials below are sourced from annual accounts and management figures provided so far this year. The 2022 forecast enables staff to be paid for the end of service cleaning process and existing opening times. Café staff have identified where costs can be reduced and will be proactive in ensuring this happens. The Town Clerk has met with the retiring director and there is no financial implication with regard to stock and equipment. Lorna & Lottie's would be dissolved as a CIC.

	Income	Wages inc on costs	Café Supplie	Other cost	Fee to LCC	Total exp	Profit	add back directors	Surplus indicator
2017	£68,440.00	£43,428.00	£18,520.00	£2,717.00	£1,898.00	£66,563.00	£1,877.00	£6,000.00	£7,877.00
2018	£71,528.00	£43,617.36	£16,410.00	£4,337.00	£3,582.00	£67,946.36	£3,581.64	£6,000.00	£9,581.64
2019	£77,329.00	£47,043.00	£19,455.00	£2,928.00	£3,922.00	£73,348.00	£3,981.00	£6,000.00	£9,981.00
2020	£54,809.00	£39,595.00	£13,310.00	£3,120.00	£0.00	£56,025.00	-£1,216.00	£6,120.00	£4,904.00
2021	£43,312.00	£30,690.00	£9,875.00	£3,731.00	£0.00	£44,296.00	-£984.00	£4,608.00	£3,624.00
up to June	£36,257.00	£22,500.00	£8,550.00	£1,938.00	£1,803.00	£34,791.00	£1,466.00	£3,000.00	£4,466.00
					<b>£11,205.00</b>				<b>£40,433.64</b>
forecast									
2022	£75,000.00	£46,250.00	£17,500.00	£1,800.00	£0.00	£65,550.00	£9,450.00		
2023	£78,750.00	£48,000.00	£19,000.00	£2,000.00		£69,000.00	£9,750.00		
2024	£82,500.00	£49,500.00	£20,500.00	£2,250.00		£72,250.00	£10,250.00		

**Minute 39 – Approve Expenditure**

**RECOMMENDED** the expenditure as per the [payments list](#)

**Minute 43 – Annual Budgeting Process ([Appendix 2](#)) page 7**

**RECOMMENDED** Council adopt the Council draft budget which incorporates the agreed committee budgets. As yet the tax base is unknown and therefore a precept calculation cannot be made at this time. The budget funding increase for the budget shown is £8,905 (1.96%).

10. REPRESENTATIVE REPORTS

**FOR NOTING / CONSIDERATION**

11. STRATEGIC PLAN

A second workshop took place in September with time given thereafter for final suggestions to be submitted to the facilitator. The Town Clerk awaits the draft plan.

12. COMMUNITY ENGAGEMENT **DECISION ITEM**

**Council Magazine**

Issue 16 was not fully delivered by Leigh Times as they were winding down their delivery rounds. 9,000 copies of the magazine were delivered. Going forward they are now only

distributing their papers at central points which is not conducive for the magazine. The Town Clerk suggests that it now seems appropriate that the emphasis on magazine distribution now moves away from paper copies for both environmental and financial purposes. It is **RECOMMENDED** that distribution of the magazine be from key places e.g. Leigh Community Centre, the Library and other local key points, with the main focus being on digital access available on the new community engagement app and also LTC website. This would all be promoted through social media pages and press releases. The Town Clerk awaits a new quote for printed copies based on 3,000 copies as opposed to 11,000 and will then adjust the community engagement budget as appropriate.

#### **Councillor Litter pick project**

The Town Clerk was not advised on any councillor litter picks in October and none have been advised so far in November.

### **CONSULTATIONS**

#### 13. BOUNDARY COMMISSION

As Council will no doubt recall, the Boundary Commission have been undertaking a nationwide review for a while now. Their initial proposal was to suggest that for election purposes, Leigh would move in to Castlepoint. Over 700 representations were made, most of them opposing the initial proposals.

The current report states that separating the West Leigh ward from the Southend West constituency was by far the most significant issue in this area during the consultations. The Assistant Commissioners visited the area and considered that West Leigh was an integral part of Leigh-on-Sea. Details of the report can be found here and is from 3.62 (page 34) [https://boundarycommissionforengland.independent.gov.uk/review2023/b65f7782-658b-4c4a-9cba-59c16c807f77/reports/E02794963%20BCE%20Revised%20Proposals%20A4%20report\\_EASTERN\\_Accessible.pdf](https://boundarycommissionforengland.independent.gov.uk/review2023/b65f7782-658b-4c4a-9cba-59c16c807f77/reports/E02794963%20BCE%20Revised%20Proposals%20A4%20report_EASTERN_Accessible.pdf)

The Assistant Commissioners recommended the rename to Southend Central and Leigh as they considered that this better reflects both the inclusion of the city centre wards and the distinct and strong community identity of Leigh in the west of the city.

The final consultation stage from the Boundary commission has just opened and their revised proposal is Southend West becomes known as Southend Central and Leigh Borough Constituency and there is a revised map. All the details can be found here - <https://boundarycommissionforengland.independent.gov.uk/2023-review/eastern/>

This next consultation phase concludes 5<sup>th</sup> December. If the Council has a corporate view representative of its area then it may wish for the Town Clerk to submit comments.

### **CONFIDENTIAL DECISION ITEM**

#### 14. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

**RECOMMENDED** that in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw – SO 3(d) terms of proposals in negotiations for contracts

#### 15. OLD MESS ROOM – LIBRARY GARDENS BUILDING (Confidential Appendix)

DATE OF NEXT MEETING: Tuesday 24th January 2023



# 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



## Report 2797/HS

### TOWN CLERK'S REPORT NOVEMBER 2022

#### TRAINING

The following training has been booked/undertaken since the last report:

##### Staff:

- First Aid – office and caretaking staff
- Manual Handling Essentials- caretaker
- Health & Safety essentials – caretaker
- EVAC chair training – caretakers
- Practitioners Conference – Town Clerk

##### Councillors:

The following training is available to Councillors for December to February. Please book with the Town Clerk

- Personal Resilience and Emotional Intelligence – e-learning
- Leadership in Challenging Situations – e-learning
- Respectful Social Media – e-learning
- Dealing with local and regional media – 12/12/22 09.00-11.00 by zoom
- Understanding Council Governance – 15/02/23 15.30-17.00 by zoom
- How councils can more effectively engage with young people – 14.00-16.00 by zoom
- Councillor Fundamentals – 21/01/23 10.00-12.00 by zoom
- Local Government Finance for Councillors – 12/01/23 10.00-11.30 by zoom
- Introduction to Local Councils – e-learning
- Introduction to Planning – e-learning
- Local Councils & Community Engagement – 25/01/23 12.00-13.15 by zoom

#### STAFFING

In addition to regular work, the main areas the Staff have been working on:

- Maternity Cover – social media and promotions, website updates
- Maternity Cover - Christmas activities planning
- 2023/22 Financial budgeting
- Community engagement app design and content work
- New project research and preparation
- Community Centre website refurbishment work

#### MEETINGS ATTENDED:

- LGA CORPORATE PEER CHALLENGE FOR SOUTHEND CITY COUNCIL
- OP UNION END OF SEASON REVIEW
- QUEENS AWARD PRESENTATION
- SLCC NATIONAL CONFERENCE
- SLCC BRANCH OFFICERS FORUM
- INTRODUCTORY MEETING WITH SCC CEO ROB POLKINGHORNE
- ESSEX BRANCH EXEC COMMITTEE
- HERDS IN THE CITY ART SELECTION
- SLCC ESSEX BRANCH EXEC COMMITTEE

- SLCC NATIONAL FORUM
- ST JOHN AMBULANCE PRESENTATION EVENING

#### SLCC NATIONAL CONFERENCE

- Keynote speaker Baroness Tanni Grey-Thompson – ‘Seize the Day’
- Think Globally, Respond Locally.

Joint approach to crisis on food, energy, poverty, climate. How Clerks need to be scouts to assist in the formation of overall policies and producing information for councils to make effective decisions. Look at local issues and opportunities in relation to the councils powers, funding, community involvement and guidance and good practice.

- Reflecting on Half a Century of SLCC
- Update on the Civility & Respect Project
- Welcome to NALC Chair Keith Stevens
- For Clerks who Think Big!

Big Ideas workshop introducing 4 ‘wicked problems’ facing clerks at work today and talking about ideation. This was the second workshop this year and more will happen in January.

- Case Studies from CLP training in tackling Climate change.

Talking about carbon literacy and tackling the climate emergency through peoples’ understanding and enthusiasm. It believes people need to change their habits and behaviours through education and a climate change response should be demand-led. The Carbon Literacy Project is an awareness of the carbon costs and impacts of everyday activities and the ability and motivation to reduce emissions, on an individual, community and organisational basis. Parish and town councils can lead by example, educate by sharing examples of good practice and enable practical action by local people.

- The new Prime Minister and government

Exploring the plans of the new government with respect to devolution, funding, community leadership, levelling up and potential reorganisation within the context of economic recession, political crisis, the highest inflation for 40 years and a cost of living and energy crisis in a world increasingly defined by populism, post-truth and polarisation.

- Keynote speaker Ben Fogle – Climb Your Own Everest

**COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2022/23**

<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 24-05-22	29. Alteration of bus service	AGREED that Cllr Hart will write a letter in consultation with the TC		As this still was yet to be done in September, Council asked the TC to send a letter making known LTC views. This was undertaken but no response received from the bus company	NFA	
COUNCIL 27-09-22	61. Committees	RESOLVED Recruitment & Selection Policy, Volunteer Policy and expenditure			NFA	
COUNCIL 27-09-22	63. Cllr Motion	RESOLVED to hold Working Party		Working Party held. No financial recommendation to F&G. Council to continue to signpost on website	NFA reported on F&G agenda 01-11-22	
COUNCIL 27-09-22	65. Execution of Legal Deeds	RESOLVED		Signed and sealed and returned to solicitors	NFA	
COUNCIL 27-09-22	72. Community Engagement	RESOLVED litter picks to be individual with season group ones		TC will continue to provide report to Make Southend Sparkle. Group pick to be organised for March	NFA under this minute	

[Agenda](#)

Leigh Town Council 2023/24 Budget Document											
INCOME	Actuals 2020/21	Actuals 2021/22	Budget 2022/23	Yr End Projected Actuals	Budget 2023/24	EXPENDITURE	Actuals 2020/21	Actuals 2021/22	Budget 2022/23	Yr End Projected Actuals	Budget 2023/24
<b>Finance &amp; Governance</b>						<b>Finance &amp; Governance</b>					
Interest	£ 3,836.51	£ 3,836.51	£ 800.00	£ 1,500.00	£ 150.00	Policy & Council Resources	£ 23,739.02	£ 25,239.80	£ 37,550.00	£ 47,000.00	£ 33,750.00
Other Income	£ 2,676.50	£ 2,676.50	£ 1,300.00	£ 1,000.00	£ 1,100.00	Office & Council Administration	£ 62,595.80	£ 29,798.80	£ 37,700.00	£ 29,150.00	£ 34,900.00
	£ 6,513.01	£ 6,513.01	£ 2,100.00	£ 2,500.00	£ 1,250.00	Stragetic Objectives Fund		£ 970.00	£ 10,000.00	£ -	£ -
							£ 86,334.82	£ 56,008.60	£ 85,250.00	£ 76,150.00	£ 68,650.00
						<b>Staffing Committee</b>					
						Council Staffing	£ 117,193.84	£ 109,852.84	£ 97,000.00	£ 101,150.00	£ 122,500.00
<b>Community Facilities</b>						<b>Community &amp; Culture</b>					
Leigh Community Centre	£ 6,642.18	£ 89,201.08	£ 100,000.00	£ 123,500.00	£ 130,000.00	Leigh Community Centre	£ 43,076.25	£ 42,430.50	£ 53,000.00	£ 56,564.07	£ 66,500.00
Allotments Income	£ 14,944.80	£ 18,193.00	£ 19,000.00	£ 19,697.00	£ 20,070.00	Community Centre Staffing	£ 76,179.62	£ 126,361.36	£ 148,000.00	£ 149,500.00	£ 146,750.00
Community Facilities	£ 20.83	£ 2,118.00	£ -	£ 1,833.00	£ 3,150.00	Allotments	£ 26,756.00	£ 22,563.70	£ 29,200.00	£ 29,450.00	£ 31,300.00
Health & Wellbeing Programme	-£ 147.80	£ 7,206.23	£ 4,750.00	£ 3,000.00	£ 5,000.00	Community Facilities	£ 12,482.95	£ 9,804.71	£ 23,025.00	£ 16,551.00	£ 30,050.00
Environment Facilities & Services	£ -	£ -	£ -	£ -	£ -	Health & Wellbeing	£ 26,280.68	£ 34,955.86	£ 21,600.00	£ 23,850.00	£ 21,400.00
						Community Services Funding	£ 4,500.00	£ -	£ 5,700.00	£ 4,700.00	£ 5,700.00
						Community Partnership Progs.	£ -	£ 5,001.35	£ 6,250.00	£ 2,500.00	£ 5,500.00
						Environment Facilities & Services	£ 9,150.00	£ 20,195.00	£ 40,400.00	£ 41,107.50	£ 42,000.00
						Committee Staffing	£ 8,593.72	£ 10,215.11	£ 15,250.00	£ 24,500.00	£ 25,500.00
	£ 21,460.01	£ 116,718.31	£ 123,750.00	£ 148,030.00	£ 158,220.00		£ 207,019.22	£ 271,527.59	£ 342,425.00	£ 348,722.57	£ 374,700.00
						<b>Planning &amp; Licensing</b>					
<b>Planning &amp; Licensing</b>						Staffing	£ 9,161.47	£ 12,507.52	£ 15,000.00	£ 14,806.00	£ 15,750.00
							£ 9,161.47	£ 12,507.52	£ 15,000.00	£ 14,806.00	£ 15,750.00
		£ -		£ -	£ -	<b>Resolved Capital Projects</b>					
						LCC Refurbishment	£ 48,708.90	£ 20,765.74	£ 40,000.00	£ 15,000.00	£ 30,000.00
<b>Total Income</b>	<b>£ 27,973.02</b>	<b>£ 123,231.32</b>	<b>£ 125,850.00</b>	<b>£ 150,530.00</b>	<b>£ 159,470.00</b>	LCC Remodel	£ 168,075.50	£ 5,319.75	£ -	£ -	£ -
<b>Capital Reserves 31/03/22</b>	<b>£ 1,942.00</b>			<b>£ 1,942.00</b>			£ 216,784.40	£ 26,085.49	£ 40,000.00	£ 15,000.00	£ 30,000.00
<b>Earmarked Reserves 31/03/22</b>	<b>£ 314,556.94</b>			<b>£ 312,000.00</b>		<b>Total Expenditure</b>	<b>£ 636,493.75</b>	<b>£ 475,982.04</b>	<b>£ 579,675.00</b>	<b>£ 555,828.57</b>	<b>£ 611,600.00</b>
<b>General Reserves 31/03/22</b>	<b>£ 139,286.18</b>			<b>£ 120,000.00</b>		<b>Budget Net Totals per Committee</b>					
<b>LCC Project EMR</b>	<b>£ 63,033.03</b>			<b>£ 88,033.03</b>		<b>F &amp; G</b>					<b>£ 67,400.00</b>
						<b>C&amp;C</b>					<b>£ 216,480.00</b>
						<b>Staffing</b>					<b>£ 122,500.00</b>
						<b>Planning, Highways &amp; Licensing</b>					<b>£ 15,750.00</b>
						<b>LCC Refurbishment</b>					<b>£ 30,000.00</b>

<b>Leigh Town Council 2023/24 Medium Term Financial Plan</b>									
<b>INCOME</b>	2023/24	2024/25	2025/26	2026/27	<b>EXPENDITURE</b>	2023/24	2024/25	2025/26	2026/27
<b>Policy &amp; Resources</b>					<b>Policy &amp; Resources</b>				
Interest	£ 150.00	£ 150.00	£ 150.00	£ 200.00	P & R Expenditure	£ 33,750.00	£ 37,250.00	£ 40,000.00	£ 42,000.00
Other Income	£ 1,100.00	£ 1,100.00	£ 1,200.00	£ 1,300.00	Office & Admin	£ 34,900.00	£ 38,500.00	£ 40,000.00	£ 42,000.00
					Strategic Objectives Fund	£ -	£ 25,000.00	£ 25,000.00	£ 15,000.00
	£ 1,250.00	£ 1,250.00	£ 1,350.00	£ 1,500.00		£ 68,650.00	£ 100,750.00	£ 105,000.00	£ 99,000.00
					<b>Staffing Committee</b>				
					Council Staffing	£ 122,500.00	£ 130,000.00	£ 137,500.00	£ 145,750.00
<b>Community Facilities</b>					<b>Community Facilities</b>				
Leigh Community Centre	£ 130,000.00	£ 130,000.00	£ 135,000.00	£ 135,000.00	Leigh Community Centre	£ 66,500.00	£ 73,000.00	£ 80,000.00	£ 85,000.00
					Community Centre Staffing	£ 146,750.00	£ 155,500.00	£ 164,750.00	£ 175,000.00
Allotments Income	£ 20,070.00	£ 20,000.00	£ 20,000.00	£ 21,000.00	Allotments	£ 31,300.00	£ 32,000.00	£ 33,000.00	£ 34,000.00
Community Facilities	£ 3,150.00	£ 4,000.00	£ 4,500.00	£ 4,500.00	Community Facilities	£ 30,050.00	£ 14,000.00	£ 15,000.00	£ 15,000.00
Health & Wellbeing Programmes	£ 5,000.00	£ 6,750.00	£ 7,000.00	£ 7,000.00	Health & Wellbeing	£ 21,400.00	£ 22,500.00	£ 25,000.00	£ 25,000.00
Environment Facilities & Services	£ -	£ 1,000.00	£ 1,500.00	£ 2,000.00	Community Services Funding	£ 5,700.00	£ 6,250.00	£ 6,500.00	£ 6,750.00
					Community Partnership Progs.	£ 5,500.00	£ 6,000.00	£ 6,500.00	£ 6,750.00
					Environment Facilities & Services	£ 42,000.00	£ 43,000.00	£ 44,000.00	£ 45,000.00
					Committee Staffing	£ 25,500.00	£ 27,000.00	£ 28,500.00	£ 30,000.00
	£ 158,220.00	£ 161,750.00	£ 168,000.00	£ 169,500.00		£ 374,700.00	£ 379,250.00	£ 403,250.00	£ 422,500.00
<b>Planning &amp; Licensing</b>					<b>Planning &amp; Licensing</b>				
					Staffing	£ 15,750.00	£ 16,500.00	£ 17,500.00	£ 18,000.00
						£ 15,750.00	£ 16,500.00	£ 17,500.00	£ 18,000.00
					<b>Resolved Capital Projects</b>				
					LCC Refurbishment/Dilapidations	£ 30,000.00	£ 30,000.00	£ 30,000.00	£ 25,000.00
						£ 30,000.00	£ 30,000.00	£ 30,000.00	£ 25,000.00
<b>Total Income</b>	<b>£ 159,470.00</b>	<b>£ 163,000.00</b>	<b>£ 169,350.00</b>	<b>£ 171,000.00</b>	<b>Total Expenditure</b>	<b>£ 611,600.00</b>	<b>£ 656,500.00</b>	<b>£ 693,250.00</b>	<b>£ 710,250.00</b>