



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 27th September 2022 in Leigh Community Centre,
71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**.

Helen Symmons

Helen Symmons PSLCC
Town Clerk
22nd September 2022

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

AGENDA / BUSINESS TO BE TRANSACTED

1. A ONE-MINUTE SILENCE WILL BE OBSERVED TO PAY RESPECTS TO HER LATE MAJESTY QUEEN ELIZABETH II FOLLOWING HER DEATH ON 8TH SEPTEMBER 2022.
2. CHAIRMAN AND HOUSEKEEPING ANNOUNCEMENTS
3. APOLOGIES FOR ABSENCE
4. DECLARATIONS OF INTEREST

For Councillors to declare any pecuniary or non-pecuniary interest in any items on the agenda

5. APPROVAL OF THE MINUTES OF THE MEETING [19TH JULY 2022](#)
6. PUBLIC REPRESENTATIONS
7. QUESTIONS FROM COUNCILLORS (for which written notice has been received)
8. 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.

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

COMMITTEES / PDGS AND REPRESENTATIVE REPORTS

10. COMMITTEES

To receive the Minutes of Committees for 2022/23.

- a) Planning, Licensing and Highways Committee – To receive the minutes of [12th July](#), [2nd August](#) and [23rd August 2022](#)

There are no recommendations to Council

- b) Community Facilities Committee – To receive the minutes of [16th August 2022](#)

There are no recommendations to Council

- c) Finance & Governance Committee – To receive the minutes of [6th September 2022](#)

RECOMMENDATIONS as follows:

Minute 17 – Recruitment & Selection Policy (policy sent to cllrs prior to the meeting)
The Committee **RECOMMEND** the reviewed policy.

Minute 18 – Volunteer Policy (policy sent to cllrs prior to the meeting)
The Committee **RECOMMEND** the reviewed policy

Minute 22 – Approve Expenditure
The Committee **RECOMMEND** the expenditure as per the [payments list](#)

11. REPRESENTATIVE REPORTS

| |
|-----------------------------|
| OTHER DECISION ITEMS |
|-----------------------------|

12. MOTION FROM CLLR EVANS, SECONDED CLLR COWELL

Southend City Council has declared a cost-of-living emergency and in conjunction with this and any initiatives they intend to implement we feel Leigh Town Council need to be proactive in supporting our community and residents.

It is **proposed that Council consider and resolve** to set up a Working Party to investigate the provision of a warm hub within the community centre and/or collaborate with other community groups e.g. churches, to support and signpost the residents of Leigh. The Working Party is to provide their recommendations to Finance & Governance Committee in November for immediate instigation if approved.

13. SUPPORT FOR UKRANIAN REFUGEES

Prior to pausing the Thursday social offer, only 2 people attended in 3 weeks. That said on the last week, a mother and 2 children attended in the hope of meeting others. Guidance is sought from Council as to whether they wish this offer to recommence or whether it could be linked/included as a request for any working party to consider if the above motion is passed.

14. EXECUTION AND SEALING OF LEGAL DEEDS

Following the remodel of Leigh Community Centre and extension of the Skate Park, the legal documents required by the City Council have been received for execution and require Council to pass a resolution authorising the Town Clerk to execute them on behalf of the Council. They are:

- Phase 1 Licence for Alterations relating to Leigh Community Centre
- Phase 2 Licence for Alterations relating to Leigh Community Centre
- Deed of Variation relating to Leigh Community Centre

These were executed last year by the Council but were mislaid at the City Council hence the resolution to execute needs to be made again.

- Licence for Alterations relating to Skate Park
- Personal Licence for 3 parking spaces at Leigh Community Centre

The parking spaces Licence should have been drawn up in 2014 by Southend City Council apparently but was overlooked.

FOR NOTING / CONSIDERATION

15. OPERATION LONDON BRIDGE

The Town Clerk was included in the Tactical Co-ordination Group of the City Council where daily meetings were held. All information was passed to residents through our website and social media channels and a Book of Condolence was open at Leigh Community Centre from Friday 9th September until Tuesday 20th September.

The Chairman and Town Clerk represented Leigh Town Council at various civic memorial events held by the City Council to unite all residents of Southend at the time of national mourning and to proclaim the new King.

16. SAFE SUN PROJECT

The Facebook post regarding this project reached nearly 17,500 people nationwide and on LinkedIn was seen by over 43,000. Locally the Roslin Beach hotel also put up their own dispensers as well as Chelmsford racecourse. Bassetlaw District Council and Medway NHS contacted the Town Clerk for information on the project with a view to installing their own sun cream offer. There was one case of vandalism early in the season with the cream and the inner workings of the dispenser being stolen but nothing since. Three litres of suncream were used over the summer.

17. OLD MESS ROOM

The draft lease is with the Council's solicitor and a report is expected imminently.

18. MEMORIALS FOR SIR DAVID AMESS

These are all nearly finalised and with Council's permission it would seem appropriate to make the tributes at the same time as those being made by Southend City and Westminster which the Town Clerk is aware of.

19. STRATEGIC PLAN

A second workshop will be taking place Wednesday 28th September at 7.30 pm for all councillors to attend to have input in to the 2023 – 2027 Strategic Plan

20. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

The review of the AGAR has been completed by PKF Littlejohn LLP. In their opinion, the information provided is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. A Notice of conclusion of audit will be published on the website by 30th September.

21. COMMUNITY ENGAGEMENT

Council Magazine

Issue 16 is now being proof read and will be published with the Leigh Times on 18th October.

Councillor Litter pick project

Four councillors attended a Council pick on Sunday 25th September.

| |
|----------------------|
| CONSULTATIONS |
|----------------------|

22. [LEIGH TRAFFIC CALMING PILOT – CONSULTATION](#)

Leigh Options include raised entry tables, 20 mph signage and 20 mph painted roundels.

Looking at the survey specifically linked to the consultation, it is aimed for individual residents to complete. However, the Town Council may wish to send in views and comments.

DATE OF NEXT MEETING: Tuesday 29th November 2022



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 2793/HS

TOWN CLERK'S REPORT SEPTEMBER 2022

TRAINING

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

Staff:

- Edge Allotment system – Admin Assistant & Receptionist
- Edge Finance system - Admin Assistant
- Edge Facilities system – Bookings Admins

Councillors:

The following training was offered to Councillors for September to November

- Resilience and Emotional Intelligence
- Leadership in Challenging Situations
- Respectful Social Media
- Role of Parish Councillors
- Understanding Council Meetings
- Chairmanship & Meetings
- Councillor Fundamentals
- Local Government Finance for Councillors
- What makes people become challenging
- Community Advocacy & Engagement
- Personal Resilience and self-protection
- Planning Nuts and Bolts
- Understanding psychopathic & narcissistic behaviour
- Code of Conduct
- Governance & Compliance
- Understanding Precepts
- Introduction to Local Councils
- Introduction to Planning
- Chairman's Training
- Councillor Next Steps

Councillor uptake as follows:

| | |
|--------------------------------|---|
| Cllrs Parris, Watt and Windass | Introduction to Local Councils and Introduction to Planning |
| Cllr Cracknell | Local Government Finance |
| | What makes people become challenging |
| | Understanding psychopathic and narcissistic behaviour |
| | Code of Conduct |
| | Governance & Compliance |

STAFFING

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

- Social media and promotions to cover the work of the Marketing Officer whilst on maternity leave
- Production of Magazine issue 16, Christmas activities planning, childrens' holiday activities ideas to cover the work of the Assistant Town Clerk whilst on maternity leave.

- Operation London Bridge
- 2023/24 Financial budgeting
- Annual allotment invoicing for all sites
- HR meetings
- Community engagement app project preparation work
- Commencement of LCC website refurbishment project
- Accessibility compliance for websites
- Restructuring of LTC website
- Internal training – facilities and caretaking

MEETINGS ATTENDED:

- SLCC ESSEX BRANCH EXEC COMMITTEE
- SOUTHEND CITY STAKEHOLDER MEETING FOR PARKS
- SOUTHEND TOURISM PARTNERSHIP HALLOWEEN PARADE
- SECTOR MEETING WITH SHEPTON MALLET TOWN CLERK
- SECTOR MEETING WITH HOCKLEY TOWN CLERK
- SLCC NATIONAL FORUM
- LICENSING HEARING
- OPERATION UNION PARTNERS CATCH UP
- OPERATION LONDON BRIDGE DAILY TACTICAL CO-ORDINATION GROUP
- NASLG ALLOTMENT FORUM

COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2022/23

| Committee | Minute No. and Subject | Completion status | Completion Date | Outcome | Forward Action Required | Responsible |
|---------------------|-------------------------------|---|------------------------|--|---|--------------------|
| COUNCIL 20-11-18 | 82 Request to Council | RESOLVED to have a board in recognition of Town Clerks who serve the Council | | Board is in progress. Various issues including COVID have caused delays. | The Town Clerk will create a board similar to the Councillors one at minimal cost pending receipt of the donated one NFA | |
| COUNCIL 24-05-22 | 28. MDAS toilet inspection | RESOLVED to point out the report to MDAS and ask that minor remedial works be carried out | 25-07-22 | MDAS have confirmed remedial works will be undertaken. The TC will monitor this. | NFA | |
| COUNCIL 24-05-22 | 29. Alteration of bus service | AGREED that Cllr Hart will write a letter in consultation with the TC | | Nothing received from Cllr Hart as yet | | Cllr Hart |
| COUNCIL 24-05-22 | 30. Memorials for Sir David | Special pin and renaming of Room 4 | | Report on Agenda 27 th September | NFA under this minute | TC |
| COUNCIL 19-07-22 | 41. Committees | RESOLVED to include Council Standards in SO and TOR | 19-07-22 | SO and TOR updated | NFA | |
| | | RESOLVED CIL recommendations | 19-07-22 | TC to deal with administration | NFA | |
| COUNCIL 19-07-22 | 42. Arts Group | RESOLVED to review structure | 19-07-22 | Added to C&C agenda | NFA under this minute | |
| COUNCIL 19-07-22 | 44. Committee Vacancies | RESOLVED | 19-07-22 | Website updated with details | NFA | |
| COUNCIL 19-07-22 | 45. Cllr Vacancies | RESOLVED to co-opt both applicants | 19-07-22 | Elms Ward and Herschell ward vacancies filled | NFA | |
| COUNCIL 19-07-22 | 46. Cllr motion | RESOLVED with amendments | 19-07-22 | Civility and Respect pledge signed | Certificate signed and published on website | |

| Committee | Minute No. and Subject | Completion status | Completion Date | Outcome | Forward Action Required | Responsible |
|---------------------|-------------------------------|---|------------------------|---|--------------------------------|--------------------|
| | | | | LGA public statement of support signed | NFA | |
| COUNCIL 19-07-22 | 47. Herd in the City | RESOLVED to sponsor an elephant at Leigh Community Centre | 19-07-22 | TC will deal with administration | NFA | |
| COUNCIL 19-07-22 | 48. To Approve Expenditure | RESOLVED | 19-07-22 | Report published on website | NFA | |
| COUNCIL 19-07-22 | 50. Community Engagement | RESOLVED to hold magazine editorial group | 19-07-22 | Meeting arranged for 9 th August | NFA | |
| | | | | | | |

[Agenda](#)