



# Leigh-on-Sea Town Council

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Chairman: Cllr Jane Ward  
Vice Chairman: Cllr Valerie Morgan  
Town Clerk: Helen Symmons

## MINUTES OF A MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.00PM ON TUESDAY 16<sup>th</sup> MAY 2017 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Karen Bowden, Mark Bromfield, Anita Forde, Patrick Fox, Donald Fraser, Richard Herbert, Valerie Morgan, Carole Mulroney, Declan Mulroney, Ron Owen, Caroline Parker, Vivien Rosier and Jane Ward

Also in attendance: Helen Symmons (Town Clerk), Abbie Cotterell (Assistant Proper Officer), Gavin Dixon, photographer Leigh Times (until minute 2) and 1 member of the public (from minute 5).

### MINUTES

Prior to the meeting the outgoing Chairman Cllr Carole Mulroney addressed the meeting as follows:

I won't repeat what I said in my annual report as it is repeated today in full in the Leigh Times.

I just want to say that it has been a privilege to be Chairman for the second time and to thank all of you for your support over the year which has seen quite a few changes not only in the office but on the Council in new members and the way we work. It is much more collaborative and I believe despite difficulties we have moved forward considerably.

When I was Chairman last time we took on this community centre and this time we have secured that enormous effort by a long lease and a more settled future.

We have at last triumphed on Strand Wharf and we look forward now to a brighter future with other projects which will be hard work but which I believe we have the people to carry them forward.

So thank you again to all of you and to Gavin who has been involved throughout the year whether at our meetings or events. He is a great ambassador for Leigh through all the areas he works in and his support has been tremendous.

Finally a huge thank you to our staff who have always been supportive, proactive and willing to go the extra mile for the benefit of the Council and Leigh. We could not do this job without them behind us and despite some of our wilder flights of fancy it is good to know they are there to advise and support us.

I am hopeful this coming year will see an even greater move forward to bring our plans to fruition and ensure that this Town Council is the best it can be with sound foundation and vision that will improve our town for residents, businesses and visitors alike.

Despite a few letters in the Leigh Times, I believe this town needs its Town Council free from politics and factions with a clear voice and a clear vision and I think we are getting there.

Gavin Dixon then thanked the Council for the past year having enjoyed his time as Council Chaplain and led all in prayers.

***The meeting opened at 7.10 pm***

1. ELECTION OF CHAIRMAN

There was one nomination for Chairman:

Cllr Jane Ward                      Proposed: Cllr C Mulroney                      Seconded: Cllr Morgan

The Council **RESOLVED** that Cllr Jane Ward be elected as Chairman and the statutory Declaration of Acceptance of Office was signed.

The Chairman thanked Cllr C Mulroney for all her work in a difficult year.

2. ELECTION OF VICE CHAIRMAN

There was one nomination for Vice Chairman:

Cllr Valerie Morgan                      Proposed: Cllr Ward                      Seconded: Cllr Herbert

The Council **RESOLVED** that Cllr Valerie Morgan be elected as Vice Chairman.

3. APOLOGIES FOR ABSENCE

Cllrs: Jill Adair, Jill Healey and Fr. Clive Hillman

The Chairman read out a request from Cllr Adair for a further leave of absence due to a hip replacement operation 15<sup>th</sup> May 2017.

The Committee **RESOLVED** to extend the leave of absence for Cllr Adair for three months until 16<sup>th</sup> August 2017.

4. DECLARATION OF MEMBERS' INTERESTS

Cllr C Mulroney declared a non-pecuniary interest in Agenda item 9 being a Director of the Leigh Port Partnership and informally has represented Leigh Town Council on the FLAG and is now a member of the Board and has attended Leigh Coastal Communities Team meetings.

ANNUAL COMMITTEES
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5. TERMS OF REFERENCE FOR COMMITTEES – **Agenda Item 5**

Following a proposal (Cllr Herbert, seconded Cllr Bromfield) the motion to adopt the revised Terms of Reference subject to a further review was unresolved.

The Council **RESOLVED** that the revised Terms of Reference be adopted.

6. MEMBERSHIP OF COMMITTEES FOR 2017/18 AND ELECTION OF CHAIRMAN AND VICE CHAIRMAN FOR EACH COMMITTEE – **Agenda Item 6**

The following Committees were formed with the following memberships (Ex-officio members indicated \*):

<b>a) Planning, Highways &amp; Licensing Committee</b>	<b>b) Environment &amp; Leisure Committee</b>
Cllr Karen Bowden Cllr Anita Forde Cllr Patrick Fox Cllr Donald Fraser Cllr Jill Healey Cllr Richard Herbert Cllr Valerie Morgan* Cllr Caroline Parker Cllr Jane Ward*	Cllr Jill Adair Cllr Karen Bowden Cllr Anita Forde Cllr Patrick Fox Cllr Fr. Clive Hillman Cllr Valerie Morgan* Cllr Caroline Parker Cllr Vivien Rosier Cllr Jane Ward*
<b>c) Community Facilities Committee</b>	<b>d) Policy &amp; Resources Committee</b>
Cllr Donald Fraser Cllr Jill Healey Cllr Richard Herbert Cllr Val Morgan* Cllr Carole Mulroney Cllr Declan Mulroney Cllr Ron Owen Cllr Vivien Rosier Cllr Jane Ward*	Cllr Mark Bromfield Cllr Donald Fraser Cllr Jill Healey (see a) below) Cllr Richard Herbert Cllr Val Morgan* Cllr Carole Mulroney (see c) below) Cllr Declan Mulroney Cllr Ron Owen Cllr Jane Ward*
<b>e) Personnel Sub-Committee</b> (Cllrs Herbert & C Mulroney requested a signed ballot to vote for 3 members in addition to Chair of Council & Chair of P&R)	<b>f) Leisure Development Sub-Committee</b>
Cllr Patrick Fox Cllr Richard Herbert Cllr Carole Mulroney Cllr Ron Owen Cllr Jane Ward	Cllr Jill Healey Cllr Richard Herbert Cllr Valerie Morgan* Cllr Ron Owen Cllr Caroline Parker Cllr Jane Ward*
<b>g) Community Centre Sub-Committee</b>	
Cllr Richard Herbert Cllr Carole Mulroney Cllr Declan Mulroney Cllr Ron Owen Cllr Vivien Rosier	

After each Committee selection, the Committee members elected a Chairman and Vice Chairman as follows:

**a) Planning, Highways & Licensing Committee**

- Chairman Cllr Jill Healey (Proposed Cllr Bowden, seconded Cllr Parker)
- Vice Chairman Cllr Karen Bowden (Proposed Cllr Herbert, seconded Cllr Morgan)

**b) Environment & Leisure Committee**

- Chairman Cllr Valerie Morgan (Proposed Cllr Bowden, seconded Cllr Rosier)
- Vice Chairman Cllr Vivien Rosier (Proposed Cllr Morgan, seconded Cllr Bowden)

**c) Community Facilities Committee**

- Chairman Cllr Carole Mulroney (Proposed Cllr Owen, seconded Cllr Herbert)
- Vice Chairman Cllr Ron Owen (Proposed Cllr C Mulroney, seconded Cllr Declan Mulroney)

**d) Policy & Resources**

- Chairman Cllr Richard Herbert (Proposed Cllr Morgan, seconded Cllr Mulroney)
- Vice Chairman Cllr Declan Mulroney (Proposed Cllr Fraser, seconded Cllr Herbert)

**e) Personnel Sub-Committee (appointed by Council)**

- Chairman Cllr Ron Owen (Proposed Cllr C Mulroney, seconded Cllr Herbert)
- Vice Chairman Cllr Patrick Fox (Proposed Cllr Bowden, seconded Cllr C Mulroney)

**f) Leisure Development Sub-Committee**

- Chairman Cllr Ron Owen (Proposed Cllr Morgan, seconded Cllr Herbert)
- Vice Chairman Cllr Valerie Morgan (Proposed Cllr Bowden, seconded Cllr C Mulroney) following a vote between her and Cllr Caroline Parker (Proposed Cllr Parker, seconded Cllr Herbert)

**g) Community Centre Sub-Committee**

- Chairman Cllr Carole Mulroney (Proposed Cllr Owen, seconded Cllr D Mulroney)
- Vice Chairman Cllr Ron Owen (Proposed Cllr D Mulroney, seconded Cllr C Mulroney)

**7. DATES AND TIMES OF MEETINGS – Agenda Item 7**

Following a proposal (Cllr Ward, seconded Cllr Bowden) the Council **RESOLVED** that the July meeting of the Chairmen's Forum was to be held within the next three weeks.

The Council **RESOLVED** the dates and times of meetings for 2017/18.

**8. INVITATIONS TO APPOINT CO-OPTED MEMBERS TO DESIGNATED PROJECT DEVELOPMENT GROUPS AND SUB-COMMITTEES – Agenda Item 8**

- a) Following a proposal (Cllr Fraser, seconded Cllr C Mulroney) the Council **RESOLVED** to invite the following people to be co-opted members of the Community Transport Group

Margaret Cotgrove, Pat Greig, Pat Holden and Paul Lawrence

- b) Following a proposal (Cllr Fraser, seconded Cllr C Mulroney) the Council **RESOLVED** to invite the following people to be co-opted members of the Farmers' Market Group:

David Hammond and Barbara Gains

- c) Following a proposal (Cllr Rosier, seconded Cllr Bowden) the Council **RESOLVED** to invite the following people to be co-opted members of the Arts Group:

Artist in Residence

- d) Following a proposal (Cllr Owen, seconded Cllr Morgan) the Council **RESOLVED** to invite the following people to be co-opted members of the Leisure Development Sub-Committee:

Dave Watson, Steve Hodder and Peter Horrocks

9. REPRESENTATIVES TO OUTSIDE BODIES – **Agenda item 9**

Following a proposal (Cllr Bowden, seconded Cllr Morgan) the Council **RESOLVED** to appoint the following representatives to outside bodies for 2017/18:

<b>OUTSIDE BODY</b>	<b>REPRESENTATIVE</b>	<b>RESERVE (if applicable)</b>
Public & Passenger Transport Group	Cllr Parker	Cllr Fr. Hillman
Thames Estuary Partnership	Cllrs Morgan & C Mulroney	
Leigh Port Partnership	Cllr Fr. Hillman	
Southend Airport Consultative Committee	Cllr Morgan	Cllr Parker
EALC Larger Local Councils Forum	Cllr C Mulroney plus Town Clerk	
EALC Executive Committee	Cllr Morgan	
Southend Business Partnership	Cllrs C Mulroney & Parker plus Town Clerk	
Southend Standards Committee	Cllr Parker	
Southend Bio Diversity Committee	Cllr Fr. Hillman	
SAVS	Cllrs Adair & Forde	
Fisheries Local Action Group	Cllr C Mulroney	
Leigh Coastal Communities Team	Cllr C Mulroney	

## ANNUAL REVIEWS

10. REVIEW AND ADOPTION OF STANDING ORDERS – **Agenda Item 10**

The Council **RESOLVED** to adopt the reviewed Standing Orders.

The Council **RESOLVED** to adopt the reviewed Complaints Procedure.

11. REVIEW OF MEMBERS' INTERESTS – **Agenda Item 11**

Councillors **RESOLVED** that their individual interests are up to date.

12. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT – **Agenda Item 12**

The Council **RESOLVED** the reviewed inventory.

13. CONFIRMATION OF INSURANCE ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS – **Agenda Item 13**

The Council **RESOLVED** the insurance arrangements for 2017/18.

14. REVIEW OF COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998 – **Agenda Item 14**

The Council **RESOLVED** the procedures and revised Publication Scheme.

15. REVIEW OF COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA – **Agenda Item 15**

The Council **RESOLVED** the reviewed policy

16. 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 16**

The Council **RESOLVED** payment of all items on Appendix 8 for 2017/18 and use of direct debit and bank transfer methods.

17. TO NOMINATE COUNCILLORS TO SIGN CHEQUES AND SALARY PAYMENTS ON BEHALF OF THE COUNCIL – **Agenda Item 17**

The Council **RESOLVED** that the current signatories remain.

REGULAR COUNCIL BUSINESS
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18. ACTING TOWN CLERK'S REPORT

The Council **NOTED** the report.

19. APPROVAL OF THE MINUTES OF THE MEETING 21<sup>ST</sup> MARCH 2017

The minutes of the meeting 21<sup>st</sup> March 2017 were agreed and signed by the Chairman.

20. TO RECEIVE THE MINUTES OF THE ANNUAL TOWN ELECTOR'S MEETING 28<sup>TH</sup> APRIL 2017

The Council **NOTED** the minutes.

21. QUESTIONS FROM PUBLIC

The Chairman read a thank you from the Governing Body of North Street School in respect of the Town Council's funding of the school crossing at Elm Road.

22. QUESTIONS FROM COUNCILLORS

There were none.

COMMITTEES
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23. COMMITTEES – **Agenda Item 23**

- a) **Planning, Highways & Licensing Committee** - The Council **NOTED** the minutes of the meetings held 28<sup>th</sup> March, 11<sup>th</sup> and 25<sup>th</sup> April, 9<sup>th</sup> May 2017.
- b) **Community Facilities Committee** - the Council **NOTED** the minutes of the meeting 4<sup>th</sup> April 2017
- c) **Environment & Leisure Committee** - the Council **NOTED** the minutes of the meeting 18<sup>th</sup> April 2017
- d) **Policy & Resources Committee** - the Council **NOTED** the minutes of the meeting 2<sup>nd</sup> May 2017
- Minute 117 – The Council **RESOLVED** the Risk Management Strategy policy
  - Minute 125 – The Council **NOTED** the income and **RESOLVED** the expenditure.

FINANCIAL
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24. APPOINTMENT OF INTERNAL AUDITORS – **Agenda Item 24**

The Council **RESOLVED** that Auditing Solutions be re-appointed as internal auditors (correction from external) for the year 2017/18 with the scope of work as set out in Appendix 14.

25. AUTO ENROLMENT – **Agenda Item 25**

The Council **RESOLVED** to comply with the legal requirements of auto enrolment in a work place pension scheme for all eligible staff with effect from May 2017 payroll.

26. TRANSFER TO CCLA

The Council **NOTED** the transfer of £75,000 to the CCLA account.

***The meeting closed at 8.15 pm***