



# Leigh-on-Sea Town Council

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Chairman: Cllr Jill Healey  
Vice Chairman: Cllr Vivien Rosier  
Town Clerk: Helen Symmons *PSLCC*

## MINUTES OF COUNCIL MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL TUESDAY 11<sup>TH</sup> AUGUST 2020 ONLINE

Present: Cllrs: David Bowry, Doug Cracknell, Anita Forde, Paul Gilson, Jill Healey (Chairman), Carole Mulrone, Vivien Rosier, Emma Smith, Mike Wells and Andy Wilkins

Also in attendance: Helen Symmons (Town Clerk)

### MINUTES

#### ***The meeting opened at 7.30 pm***

#### 158. CHAIRMAN'S OPENING MEETING PROTOCOL ANNOUNCEMENT

The Chairman welcomed all to the meeting and read the online meeting protocol.

#### 159. APOLOGIES FOR ABSENCE

Cllrs: Bromfield, Cowell, Evans, Hart and O'Boyle

#### 160. DECLARATION OF MEMBERS' INTERESTS

Cllr Mulrone declared a non pecuniary interest as a Southend Borough Councillor.

#### 161. APPROVAL OF THE MINUTES OF THE MEETING 30<sup>th</sup> JUNE 2020

The minutes of the meeting 30<sup>th</sup> June 2020 were agreed to have been an accurate record of the meeting and will be signed by the Chairman at the next available meeting when this is possible.

#### 162. PUBLIC REPRESENTATIONS

There were none

#### 163. SOUTHEND BOROUGH COUNCIL

Cllr Mulrone gave a report in her capacity as Borough Councillor advising that the SBC Tree Policy is about to go to consultation. Keeping the exceptional number of visitors at present to the Borough safe is a major operation at present. Rubbish is an enormous issue with Veolia working round the clock. Cllr Gilson asked for the Council's appreciation to be minuted for the binmen who are working above and beyond at this time. Cllr Mulrone provided background to Council with regard to the 2 sets of signs that have been installed at Marine Gardens. The Town Clerk confirmed that she had refuted claims that she had seen on social media platforms that Leigh Town Council were responsible.

#### 164. QUESTIONS FROM COUNCILLORS

The Town Clerk had responded to a series of questions from Cllr Gilson as shown in the Agenda.

165. TOWN CLERK'S REPORT

The report was **NOTED**.

<b>COMMITTEES</b>
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166. COMMITTEES

- a) Cllr Healey presented the minutes of the Planning, Licensing & Highways Committee as per the Agenda. There were no recommendations.
- b) Cllr Wilkins presented the minutes of the Community & Culture Committee as per the Agenda. There were no recommendations

<b>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN</b>
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167. ANNUAL GOVERNANCE STATEMENT 2019/20 **Agenda item 10**

Council **RESOLVED** to approve Section 1 Annual Governance Statement, the 8 statements have been read out individually and resolved after each statement at an F&G meeting (minute 48) and Council meeting (minute 132) and further approved that the document be signed by the Chairman immediately with the Town Clerk adding her signature the following day.

168. ANNUAL ACCOUNTS **Agenda item 11**

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

169. ACCOUNTING STATEMENTS 2019/20 **Agenda item 12**

Council **RESOLVED** to approve Section 2 Accounting Statements together with an explanation of variation of 15% and above and a statement of Income and Expenditure relating to Box 7 and 8 of the return. The Chairman signed the document immediately.

<b>DECISION ITEM</b>
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170. COUNCIL RESOLUTION FOR QUALITY GOLD AWARD **Agenda item 13**

The Chairman read out the list of items that Council were to confirm to the accrediting panel which are published on Council's website, that are prepared to present to the accreditation panel and the policies and documents which are in place.

The Town Clerk clarified on numerous occasions that the only decision of Council was to confirm that these things were in place to meet the accreditation application.

Cllr Rosier requested that a copy of the application be provided to Councillors when submitted and the Town Clerk confirmed that this could be arranged.

After much discussion and further confirmation from the Town Clerk that all the items were in place, Council **RESOLVED all of the following:**

That it meets all requirements for the Foundation and Quality Awards and also publishes on its website:

1. A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the Council and its community;
2. An annual report, online material and at least four news bulletins a year with evidence of:
  - a) engaging with diverse groups in the community using a variety of methods;
  - b) community engagement leading to positive outcomes for the community;
  - c) at least four positive outcomes achieved for the community in the last six months; and
  - a broad range of Council activities including innovative projects;
  - d) co-operating constructively with other organisations.

The Council has statements to be presented to the accreditation panel showing how it:

3. Ensures that the Council delivers value for money;
4. Meets its duties in relation to bio-diversity and crime & disorder;
5. Provides leadership in planning for the future of the community;
6. Manages the performance of the Council as a corporate body;
7. Manages the performance of each individual staff member to achieve its business plan.

The Council meets the criteria for Foundation and Quality:

For Foundation Level.

The council publishes online:

1. Its standing orders and financial regulations;
2. Its Code of Conduct and a link to councillors' registers of interests;
3. Its publication scheme;
4. Its last annual return;
5. Transparent information about Council payments;
6. A calendar of all meetings including the annual meeting of electors;
7. Minutes for at least one year of full Council meetings and (if relevant) all committee and sub-committee meetings;
8. Current agendas;
9. The budget and precept information for the current or next financial year;
10. Its complaints procedure;
11. Council contact details and councillor information in line with the Transparency Code;
12. Its action plan for the current year;
13. Evidence of consulting the community;
14. Publicity advertising Council activities;
15. Evidence of participating in town and country planning.

The Council has:

16. A risk management policy;
17. A register of assets;
18. Contracts for all members of staff;
19. Up-to-date insurance policies that mitigate risks to public money;
20. Disciplinary and grievance procedures;
21. A policy for training new staff and councillors;
22. A record of all training undertaken by staff and councillors in the last year;
23. A clerk who has achieved 12 CPD points in the last year.

For Quality level the Council meets all requirements for the Foundation Award and it also publishes on its website:

1. Draft minutes of all council and committee meetings within four weeks of the last meeting;
2. A Health and Safety policy;
3. Its policy on equality;
4. Councillor profiles;
5. A community engagement policy involving two-way communication between council and community;
6. A grant awarding policy;
7. Evidence showing how electors contribute to the Annual Parish or Town Meeting;
8. An action plan and related budget responding to community engagement and setting out a timetable for action and review;
9. Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins;
10. Evidence of helping the community plan for its future.

The Council has:

11. A scheme of delegation (where relevant);
12. Addressed complaints received in the last year;
13. At least two-thirds of its councillors who stood for election;
14. A printed annual report that is distributed at locations across the community;
15. A qualified clerk;

16. A clerk employed according to nationally or locally agreed terms and conditions;
17. A formal appraisal process for all staff;
18. A training policy and record for all staff and councillors.

<b>FOR NOTING</b>
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171. CORONAVIRUS EMERGENCY COMMUNITY GRANT

Council **NOTED** the report.

***The meeting closed at 8.39 pm***