



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)



Chairman: Cllr Paul Gilson  
Vice Chairman: Cllr Andy Wilkins  
Town Clerk: Helen Symmons *PSLCC*

## MINUTES OF ANNUAL COUNCIL MEETING HELD REMOTELY TUESDAY 18<sup>th</sup> AUGUST 2020

Present: Cllrs: David Bowry, Mark Bromfield, Vinice Cowell, Doug Cracknell, Anita Forde, Paul Gilson, Alan Hart, Jill Healey, Carole Mulroney, Damian O'Boyle, Vivien Rosier, Mike Wells and Andy Wilkins

Also in attendance: Helen Symmons (Town Clerk)

Prior to the meeting the outgoing Chairman Jill Healey read the virtual meeting protocol and informed members that she had represented the Council walking with the High Sheriff of Essex on the Southend to Benfleet leg of her charity walk.

## MINUTES

*The meeting opened at 7.30 pm*

### 1. ELECTION OF CHAIRMAN

Cllr Healey took the chair for the first agenda item. There was one nomination for Chairman:

Cllr Paul Gilson                      Proposed: Cllr Wilkins                      Seconded: Cllr Gilson

The Council **RESOLVED** that Cllr Paul Gilson be elected as Chairman and the statutory Declaration of Acceptance of Office was signed. Council **RESOLVED** that the Town Clerk would add her signature formally to the document when received from the Chairman.

The Chairman thanked Councillors for their votes, acknowledged it would be a challenging time and wished to look at various roles of Council. He stressed that team work was vital.

### 2. ELECTION OF VICE CHAIRMAN

There was one nomination for Vice Chairman:

Cllr Andy Wilkins                      Proposed: Cllr Gilson                      Seconded: Cllr Bromfield

The Council **RESOLVED** that Cllr Andy Wilkins be elected as Vice Chairman. The Town Clerk recommended that Cllr Wilkins attend Councillor training asap as he had yet to do so since being co-opted in 2019 and that Chairman training was also recommended.

### 3. APOLOGIES FOR ABSENCE

Cllr Evans

### 4. DECLARATION OF MEMBERS' INTERESTS

Cllr Mulroney declared a non-pecuniary interest as a Southend Borough Councillor.

5. APPROVAL OF THE MINUTES OF THE MEETING 11<sup>TH</sup> AUGUST 2020

Cllr Cracknell requested an amendment to the minutes to indicate how he voted on a matter. The Town Clerk confirmed this should have been requested at the time of the agenda item. The minutes of the meeting 11<sup>th</sup> August were agreed and will be signed by the Chairman at the next possible physical meeting of Council.

6. PUBLIC REPRESENTATIONS

There were none.

7. SOUTHEND BOROUGH COUNCIL

Cllr Mulroney in her capacity as a Borough Councillor just advised that the Southend Borough Tree Policy is now in the consultation phase. The Town Clerk confirmed that this will be presented to the C&C Committee for their review.

8. QUESTIONS FROM COUNCILLORS

There were none.

9. TOWN CLERK'S REPORT

The report was noted

ANNUAL COMMITTEES
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14. MEMBERSHIP OF COMMITTEES FOR 2020/21 AND ELECTION OF CHAIRMAN AND VICE CHAIRMAN FOR EACH COMMITTEE – **Agenda Item 10**

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

<b>a) Planning, Highways &amp; Licensing Committee</b>	<b>b) Community &amp; Culture Committee</b>
Cllr David Bowry Cllr Vinice Cowell Cllr Doug Cracknell Cllr Anita Forde Cllr Paul Gilson* Cllr Alan Hart Cllr Damian O'Boyle Cllr Vivien Rosier Cllr Andy Wilkins*	Cllr David Bowry Cllr Anita Forde Cllr Paul Gilson* Cllr Alan Hart Cllr Damian O'Boyle Cllr Vivien Rosier Cllr Emma Smith Cllr Mike Wells Cllr Andy Wilkins*
<b>c) Staffing Committee</b>	<b>d) Finance &amp; Governance Committee</b>
Cllr David Bowry Cllr Mark Bromfield Cllr Keith Evans Cllr Paul Gilson* Cllr Jill Healey Cllr Mike Wells Cllr Andy Wilkins*	Cllr David Bowry Cllr Mark Bromfield Cllr Doug Cracknell Cllr Keith Evans Cllr Anita Forde Cllr Paul Gilson* Cllr Jill Healey Cllr Carole Mulroney Cllr Andy Wilkins*

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

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

- Chairman Cllr Doug Cracknell (Proposed Cllr Gilson, seconded Cllr O’Boyle)
- Vice Chairman Cllr Paul Gilson (Proposed Cllr Gilson, seconded Cllr Cracknell)

**b) Community & Culture Committee**

- Chairman Cllr Anita Forde (Proposed Cllr Forde, seconded Cllr Gilson)
- Vice Chairman Cllr Andy Wilkins (Proposed Cllr Hart, seconded Cllr Wells)

**c) Staffing Committee**

- Cllr Evans proposed by Cllr Healey and Cllr Wells
- Cllr Bromfield proposed by Cllr Bromfield and Cllr Wilkins
- Cllr Mark Bromfield was elected as Chairman of Staffing Committee
- Vice Chairman Cllr Keith Evans (Proposed Cllr Gilson, seconded Cllr Wells)

**d) Finance & Governance Committee**

- Cllr Healey proposed by Cllr Healey & Cllr Mulroney
- Cllr Bromfield proposed by Cllr Gilson and Cllr Wilkins
- Cllr Mark Bromfield was elected as Chairman of F&G Committee
- Vice Chairman Cllr Jill Healey (Proposed Cllr Gilson, seconded Cllr Mulroney)

**15. DATES AND TIMES OF MEETINGS – Agenda Item 11**

The Council **RESOLVED** the dates and times of meetings for 2020/21.

It was agreed that the Spatial Plan (New Road speeding) PDG will be combined with 6<sup>th</sup> October meeting.

**16. INVITATIONS TO APPOINT CO-OPTED MEMBERS TO DESIGNATED PROJECT DEVELOPMENT GROUPS – Agenda Item 12**

- a) The Council **RESOLVED** to invite the following people to be co-opted members of the Art Group

Artist in Residence and Malcolm Blake-Lawson. Others may be invited in due course.

- b) The Council **RESOLVED** to invite the following people to be co-opted members of the Youth Group:

Sarah Choudhry, Representative from the Southend YMCA, Alison Garner and young people as and when to the appropriate meetings.

- c) The Council **RESOLVED** to invite the following people to be co-opted members of the LTC Magazine Group:

Julie Curtis (Icicle Design)

**17. REPRESENTATIVES TO OUTSIDE BODIES – Agenda item 13**

Council **RESOLVED** to appoint the following representatives to outside bodies for 2020/21:

<b>OUTSIDE BODY</b>	<b>2020/21 REPRESENTATIVE</b>	<b>RESERVE (if applicable)</b>
Public & Passenger Transport Group	Cllr Healey	Cllr Forde

Leigh Port Partnership	Cllr Gilson	
Southend Airport Consultative Committee	Cllr O'Boyle	Cllr Forde / Cllr Hart
EALC Larger Local Councils Forum and AGM	Town Clerk will keep Cllrs informed of dates	
EALC Executive Committee	Deferred subject to further discussion with the Town Clerk	
Southend Business Partnership	Town Clerk will keep Cllrs informed of dates	
Southend Standards Committee	Cllrs Cowell & Healey	
SBC Environment & Planning Group	Cllr Gilson	
SAVS	Cllrs Forde, Smith & Bowry	
Leigh Coastal Communities Team	Cllrs Gilson & C Mulroney	
Police & Fire Conference	Chairman & Cllr Cracknell	
Veolia Community Group	Cllrs Forde & Hart	
Local Community Police Meeting	Chairman & Cllr Cracknell	

OTHER ANNUAL BUSINESS
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18. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS – **Agenda item 14**

Council **RESOLVED** to adopt Standing Orders as per the appendix and Financial Regulations as per the appendix.

19. REVIEW OF THE TERMS OF REFERENCE FOR COMMITTEES WITH REVIEW OF DELEGATION ARRANGEMENTS TO STANDING COMMITTEES AND THE TOWN CLERK – **Agenda item 15**

Council **RESOLVED** to adopt the Terms of Reference and Scheme of Delegation as per the appendix.

20. REVIEW OF COUNCIL'S COMPLAINTS PROCEDURE – **Agenda Item 16**

The Council **RESOLVED** to adopt the Complaints procedure.

21. REVIEW OF MEMBERS' INTERESTS - **Agenda Item 17**

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

22. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT – **Agenda Item 18**

The Council **RESOLVED** to approve the current inventory

23. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS – **Agenda Item 19**

The Council **RESOLVED** to confirm the arrangements and congratulated the Town Clerk for reducing the cost of cover substantially.

24. REVIEW OF COUNCIL'S PUBLICATION SCHEME IN RESPECT OF OBLIGATIONS UNDER FREEDOM OF INFORMATION & DATA PROTECTION LEGISLATION – **Agenda Item 20**

The Council **RESOLVED** to adopt the Publication Scheme.

25. REVIEW OF COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA – **Agenda Item 21**

The Council **RESOLVED** to adopt the Policy.

26. 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 22**

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

27. TO NOMINATE COUNCILLORS TO SIGN CHEQUES AND SALARY PAYMENTS ON BEHALF OF THE COUNCIL – **Agenda Item 23**

The Council **RESOLVED** to appoint Cllrs: Carole Mulronee and Mike Wills as additional signatories to the Public Sector Deposit Fund.

FINANCIAL
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28. APPOINTMENT OF INTERNAL AUDITORS – **Agenda item 24**

The Council **RESOLVED** that Auditing Solutions be re-appointed as internal for the year 2020/21 with the scope of work as set out in Appendix 10.

Cllr Boyle asked that it be minuted that a vote of thanks be given to Cllr Healey for all that she accomplished as Chairman. This was seconded by all Councillors.

***The meeting closed at 9.01 pm***