



Leigh-on-Sea Town Council

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Chairman: Cllr Douglas Cracknell | **Vice Chairman:** Cllr Keith Evans

Town Clerk: Helen Symmons PSLCC



MINUTES OF ANNUAL COUNCIL MEETING
HELD AT LEIGH COMMUNITY CENTRE
TUESDAY 25th MAY 2021

Present: Cllrs: David Bowry, Vinice Cowell, Doug Cracknell, Keith Evans, Anita Forde, Paul Gilson, Jill Healey, Emma Mills, Carole Mulrone, Damian O'Boyle, James Preston, Emma Smith, Mike Wells and Andy Wilkins

Also in attendance: Helen Symmons (Town Clerk) and Cllr Hart remotely until minute 10

MINUTES

The meeting opened at 7.30 pm

1. ELECTION OF CHAIRMAN

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

Cllr Doug Cracknell Proposed: Cllr Gilson Seconded: Cllr Healey

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

2. ELECTION OF VICE CHAIRMAN

There were two nominations for Vice Chairman:

Cllr Andy Wilkins Proposed: Cllr Gilson Seconded: Cllr Wilkins

Cllr Keith Evans Proposed: Cllr Mulrone Seconded: Cllr Bowry

The Council **RESOLVED** that Cllr Keith Evans be elected as Vice Chairman.

3. APOLOGIES FOR ABSENCE

Cllr Hart – whilst in attendance remotely, for the purposes of the meeting under extant legislation on physical presence can be counted for attendance purposes.

4. DECLARATION OF MEMBERS' INTERESTS

Cllr Mulrone declared a non-pecuniary interest Agenda item 26 as a Southend Borough Councillor and Agenda item 13 having various membership roles on some of the external groups mentioned.

Cllr Evans declared a non-pecuniary interest in any Agenda item Southend Borough Council related as a Borough Councillor.

5. APPROVAL OF THE MINUTES OF THE MEETING 23RD MARCH 2021

The minutes of the meeting 23rd March 2021 were agreed as an accurate record and signed.

6. PUBLIC REPRESENTATIONS

There were none.

7. QUESTIONS FROM COUNCILLORS

There were none.

8. TOWN CLERK'S REPORT

The report was noted.

9. COMMITTEES - **Agenda item 9**

a) EO Council Minute 89

Council **NOTED** the report with comment that all councillors need to understand the limit of their powers. The Town Clerk was asked to send out guidance emphasising to Councillors their roles.

b) The minutes of the Planning, Licensing and Highways Committee were **NOTED**

c) The minutes of the Community & Culture Committee were **NOTED**

d) The minutes of the Finance & Governance Committee were **NOTED**

Minute 53 – Council **RESOLVED** the reviewed Social Media, Email and Internet Policy.

Minute 54 – Council **RESOLVED** the reviewed Standing Orders

Minute 55 – Council **RESOLVED** the reviewed Financial Regulations

Minute 56 – Council **RESOLVED** the reviewed Terms of Reference with Scheme of Delegation combined

Minute 57 – Council **RESOLVED** to hold an online Forum and Awards evening as suggested.

Minute 62 – Council **RESOLVED** to approve the expenditure

ANNUAL COMMITTEES

10. MEMBERSHIP OF COMMITTEES FOR 2021/22 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 *):

a) Planning, Highways & Licensing Committee	b) Community & Culture Committee
Cllr David Bowry	Cllr David Bowry
Cllr Vinice Cowell	Cllr Doug Cracknell*
Cllr Doug Cracknell*	Cllr Keith Evans*
Cllr Keith Evans*	Cllr Anita Forde
Cllr Paul Gilson	Cllr Emma Mills

Cllr Alan Hart Cllr Emma Mills Cllr James Preston Cllr Andy Wilkins	Cllr James Preston Cllr Emma Smith Cllr Mike Wells Cllr Andy Wilkins
c) Staffing Committee	d) Finance & Governance Committee
Cllr David Bowry Cllr Vinice Cowell Cllr Doug Cracknell* Cllr Keith Evans* Cllr Jill Healey Cllr Emma Smith Cllr Mike Wells	Cllr David Bowry Cllr Doug Cracknell* Cllr Keith Evans* Cllr Anita Forde Cllr Jill Healey Cllr Carole Mulroney Cllr Andy Wilkins* Two vacancies remain

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 Cracknell, seconded Cllr Cowell)
- Vice Chairman Cllr Vinice Cowell (Proposed Cllr Cowell, seconded Cllr Cracknell)

b) Community & Culture Committee

- Chairman Cllr Anita Forde (Proposed Cllr Forde, seconded Cllr Bowry)
- Vice Chairman Cllr Andy Wilkins (Proposed Cllr Wilkins, seconded Cllr Forde)

c) Staffing Committee

- Chairman Cllr David Bowry (Proposed Cllr Evans, seconded Cllr Cowell). Following a tied vote with Cllr Keith Evans (Proposed Cllr Healey, seconded Cllr Smith), Cllr Evans withdrew before the Chairman had to make a casting vote.
- Vice Chairman Cllr Keith Evans (Proposed Cllr Evans, seconded Cllr Healey)

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

11. DATES AND TIMES OF MEETINGS – Agenda Item 11

The Council **RESOLVED** the dates and times of meetings for 2021/22.

12. 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, Malcolm Blake-Lawson, Jill Adair, Sharon Henson-White, Ed Harper.

- 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.

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

Julie Curtis (Icicle Design), Alfie Winters

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

Council **RESOLVED** to appoint the following representatives to outside bodies for 2021/22:

OUTSIDE BODY	2021/22 REPRESENTATIVE	RESERVE (if applicable)
Public & Passenger Transport Group	Cllr Healey	Cllr Wilkins
Leigh Port Partnership	Cllr Gilson	
Southend Airport Consultative Committee	Cllr O'Boyle	Cllr Forde
Southend Standards Committee	Cllrs Cowell & Healey	
SBC Environment, Planning & Tourism Committee	Chairman of C&C, Chairman of Planning & Cllr Gilson (Environment aspect only)	
SAVS	Cllrs Forde, Smith & Wilkins	
Leigh Coastal Communities Team	Cllrs Gilson & Mills	
Veolia Community Group	Cllrs Forde & Hart	
Local Community Police Meeting	Chairman & Cllrs Forde & Wilkins	

OTHER ANNUAL BUSINESS

14. REVIEW OF COUNCIL'S COMPLAINTS PROCEDURE – **Agenda Item 14**

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

15. REVIEW OF MEMBERS' INTERESTS - **Agenda Item 15**

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

16. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT – **Agenda Item 16**

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

17. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS – **Agenda Item 17**

The Council **RESOLVED** to confirm the arrangements.

18. REVIEW OF COUNCIL'S PUBLICATION SCHEME IN RESPECT OF OBLIGATIONS UNDER FREEDOM OF INFORMATION & DATA PROTECTION LEGISLATION – **Agenda Item 18**

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

19. REVIEW OF COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA – **Agenda Item 19**

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

20. 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 20**

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

21. TO NOMINATE COUNCILLORS TO SIGN CHEQUES AND SALARY PAYMENTS ON BEHALF OF THE COUNCIL – **Agenda Item 21**

The Council **RESOLVED** the current signatories as advised in the Agenda.

FINANCIAL

22. ANNUAL GOVERNANCE STATEMENT 2020/21 **Agenda item 22**

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 35) and Council meeting (minute 100d). The Chairman and Town Clerk signed the document following the resolution.

23. ANNUAL ACCOUNTS **Agenda item 23**

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

24. ACCOUNTING STATEMENTS 2020/21 **Agenda item 24**

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 following the resolution.

25. APPOINTMENT OF INTERNAL AUDITORS – **Agenda item 25**

The Council **RESOLVED** that Auditing Solutions be re-appointed as internal for the year 2021/22 with the scope of work as set out in Appendix 8.

SOUTHEND BOROUGH COUNCIL CONSULTATION

26. PUBLIC SPACES PROTECTION ORDER – LEIGH

Council discussed and completed the consultation.

Cllr Evans asked that it be minuted that congratulations be given to the Town Clerk on her election as Essex representative to the Society of National Clerks National Forum.

The meeting closed at 9.26 pm