



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



MINUTES OF ANNUAL COUNCIL MEETING HELD AT LEIGH COMMUNITY CENTRE TUESDAY 24th MAY 2022

Present: Cllrs: David Bowry, Vinice Cowell, Doug Cracknell, Anita Forde, Alan Hart, Emma Mills, Carole Mulroney, James Preston and Andy Wilkins

Also in attendance: Helen Symmons (Town Clerk) and Ingmar Lindberg-Jones (Admin Assistant)

Absent: Cllrs: Katie Cohen, Keith Evans, Paul Gilson, Jill Healey and Emma Smith

Prior to the meeting a Good for Leigh Award presentation was made to James Paul with two members of the family present.

MINUTES

The meeting opened at 7.33 pm

1. ELECTION OF CHAIRMAN

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

Cllr Keith Evans

Proposed: Cllr Cracknell

Seconded: Cllr Mulroney

The Council **RESOLVED** that Cllr Keith Evans be elected as Chairman and that the statutory Declaration of Acceptance of Office will be signed as soon as possible.

2. ELECTION OF VICE CHAIRMAN

Will Cllr Evans absent, Cllr Cracknell remained in the chair for the agenda item.

There were two nominations for Vice Chairman:

Cllr David Bowry

Proposed: Cllr Mulroney

Seconded: Cllr Preston

Cllr Vinice Cowell

Proposed: Cllr Mills

Seconded: Cllr Wilkins

The Council **RESOLVED** that Cllr Dr. David Bowry be elected as Vice Chairman.

Cllr Bowry chaired the rest of the meeting

3. APOLOGIES FOR ABSENCE

Cllrs Cohen, Evans (a statement had been read earlier from Cllr Evans on his nomination), Gilson and Healey.

The Town Clerk then read a letter of resignation from Emma Smith that had been presented to Cllr Cracknell earlier. A notice of casual vacancy will be published.

4. DECLARATION OF MEMBERS' INTERESTS

Cllr Mulroney declared a non-pecuniary in any agenda item where Southend City Council are mentioned in her capacity as City Councillor and in Agenda item 15 having various membership roles on some of the external groups mentioned.

5. APPROVAL OF THE MINUTES OF THE MEETING 22ND MARCH 2022

The minutes of the meeting 22nd March 2022 were amended to record Cllr Forde's absence and apologies and then agreed as an accurate record and signed.

6. TO NOTE THE DRAFT MINUTES OF THE ANNUAL TOWN MEETING 8TH APRIL 2022

The minutes of the meeting were **NOTED**

7. PUBLIC REPRESENTATIONS

There were none.

8. QUESTIONS FROM COUNCILLORS

There were none.

9. SOUTHEND CITY COUNCIL

Cllr Mulroney in her capacity as a city councillor advised that the city administration will continue as a joint one. There have been some changes in the cabinet but not many and business is restarting following the elections.

10. TOWN CLERK'S REPORT

The report was noted.

11. COMMITTEES - **Agenda item 11**

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

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

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

Minute 45 – Council **RESOLVED** the reviewed Standing Orders.

Minute 46 – Council **RESOLVED** the reviewed Financial Regulations

Minute 47 – Council **RESOLVED** the reviewed Terms of Reference with Scheme of Delegation combined

Minute 48 – Council **RESOLVED** the reviewed Investment Strategy

Minute 49 – Council **RESOLVED** to adopt the LGA Model Code of Conduct in line with the Code adopted by Southend City Council.

Minute 50 – Council **RESOLVED** the reviewed GDPR Governance documents.

Minute 54 – Council **RESOLVED** to approve the expenditure

ANNUAL COMMITTEES

12. MEMBERSHIP OF COMMITTEES FOR 2022/23 AND ELECTION OF CHAIRMAN AND VICE CHAIRMAN FOR EACH COMMITTEE – **Agenda Item 12**

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 Vinice Cowell Cllr Doug Cracknell Cllr Keith Evans* Cllr Paul Gilson Cllr Alan Hart Cllr Emma Mills Cllr James Preston <i>One Vacancy</i>	Cllr David Bowry* Cllr Vinice Cowell Cllr Keith Evans* Cllr Anita Forde Cllr Paul Gilson Cllr Emma Mills Cllr Carole Mulroney Cllr James Preston Cllr Andy Wilkins
c) Staffing Committee	d) Finance & Governance Committee
Cllr David Bowry* Cllr Vinice Cowell Cllr Keith Evans* Cllr Carole Mulroney Cllr Andy Wilkins <i>One Vacancy</i>	Cllr David Bowry* Cllr Doug Cracknell Cllr Keith Evans* Cllr Anita Forde Cllr Jill Healey Cllr Carole Mulroney Cllr Andy Wilkins <i>Two vacancies</i>

The Chairman and Vice Chairman of each committee will be elected at the first meeting held of that committee

13. DATES AND TIMES OF MEETINGS – **Agenda Item 13**

The Council **RESOLVED** the dates and times of meetings for 2022/23.

14. INVITATIONS TO APPOINT CO-OPTED MEMBERS TO DESIGNATED PROJECT DEVELOPMENT GROUPS – **Agenda Item 14**

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

Artist in Residence, Malcolm Blake-Lawson, Vivien Rosier, Marie Gotfried and Alex Cox

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

Sarah Choudhry and Sacha from the Southend YMCA.

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

Julie Curtis (Icicle Design)

15. REPRESENTATIVES TO OUTSIDE BODIES – **Agenda item 15**

Council **RESOLVED** to appoint the following representatives to outside bodies for 2022/23:

OUTSIDE BODY	2022/23 REPRESENTATIVE	RESERVE (if applicable)
Public & Passenger Transport Group	Cllr Wilkins	<i>Vacancy</i>
Leigh Port Partnership	Cllr Cowell	
Southend Airport Consultative Committee	Cllr Forde	Cllr Evans
Southend Standards Committee	Cllrs Bowry and Wilkins	
SBC Environment, Planning & Tourism Committee	Chairman of C&C, Chairman of Planning & Cllr Hart (Environment aspect only)	
SAVS	Cllrs Bowry, Evans and Mills	
Leigh Coastal Communities Team	Cllrs Mills and Wilkins	
Veolia Community Group	Cllrs Forde & Hart	
Local Community Police Meeting	Chairman & Cllrs Bowry, Cracknell & Gilson	

OTHER ANNUAL BUSINESS

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

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

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

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

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

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

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

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

20. 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.

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

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

22. 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.

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

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

FINANCIAL

24. ANNUAL GOVERNANCE STATEMENT 2021/22 **Agenda item 24**

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 25) and Council meeting (minute 124d). The Chairman of the meeting and Town Clerk signed the document following the resolution.

25. ANNUAL ACCOUNTS **Agenda item 25**

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

26. ACCOUNTING STATEMENTS 2020/21 **Agenda item 26**

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 of the meeting signed the document following the resolution.

27. APPOINTMENT OF INTERNAL AUDITORS – **Agenda item 27**

The Council **RESOLVED** to obtain quotes with the Town Clerk in consultation with the Chairman of Council being given the delegated authority to appoint a suitable auditor.

COUNCILLOR AGENDA ITEMS

28. MDAS TOILET INSPECTION – **Agenda item 28**

Council discussed the report and following a proposal (Cllr Mulroney, seconded Cllr Cowell) Council **RESOLVED** to point out at this stage the report to MDAS and ask that the minor remedial works be carried out in having contrasting coloured accessibility fixings i.e. hand rails etc and also to have a 'call for assistance' pull cord.

29. ALTERATION OF BUS SERVICE TO LEIGH

Council was concerned by the report and style of the response from First buses. Cllr Hart pointed out that his ward was seriously affected and Council agreed for a letter to be written in consultation with the Town Clerk to be sent to First buses.

30. MEMORIALS FOR SIR DAVID AMESS

Arrangements will be made to include a special pin on the Chairman's regalia and to rename Room 4 at the Community Centre as a tribute.

The meeting closed at 8.33 pm