



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP | Tel: 01702 716288

[www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)

**Chair:** Councillor Bernard Arscott | **Vice Chair:** Councillor Sandra McCurdy



## Full Council Meeting

You are hereby summoned to the Full Council Meeting to be held in the Donald Fraser Hall, Leigh-On-Sea Community Centre, 71-73 Elm Road, Leigh-On-Sea, Essex, SS9 1SP on **Tuesday 17<sup>th</sup> September 2024 at 7.00pm.**

*C Milligan*

Mrs Clare Milligan  
Town Clerk  
11<sup>th</sup> September 2024

Chair: Councillor B Arscott  
Vice Chair: Councillor S McCurdy  
Councillor Membership: R Arscott, Dr D Bowry, J Garston, P Gilson, A Hart, C Lambert, J Lloyd, C Mulroney, J Suttlng, P Wexham and C Watt.

The press and the public are cordially invited to join the meeting.

## AGENDA

### 1. Apologies for Absence

To receive and approve apologies for absence.

### 2. Declarations of Members' Interests

Declaration of any disclosable pecuniary interests, other registerable and non-registerable interests relating to items on the agenda in accordance with the Code of Conduct.

Members must not participate in any discussion on the matter in which they have declared a disclosable pecuniary interest or other registerable interest or participate in any vote, or further vote, taken on the matter at the meeting and must withdraw from the room unless the Member has received a dispensation in relation to the matter.

### 3. Public Participation

In accordance with Standing Order 3.e. to allow up to 15 minutes for members of the public to make representations, ask questions and give evidence in respect of any item on the agenda. In accordance with Standing Order 3.f. no one person shall speak for longer than 3 minutes. At the close of this item members of the public will no longer be permitted to address the Council.

### 4. Minutes

To receive and agree the minutes of the Full Council meeting held on 25<sup>th</sup> June 2024 and the Extra Ordinary Full Council meetings held on 2<sup>nd</sup> July 2024 and 23<sup>rd</sup> July 2024.

### 5. Southend City Councillors Reports (for information only)

To receive brief reports from the Southend City Councillors representing Leigh Town Council areas.

## **6. Clerk's Report**

To receive an update report from the Clerk on matters from the meeting on 25<sup>th</sup> June 2024 which are not agenda items.

## **7. Committee Vacancies**

To appoint members to the following committees to fill the current vacancies:

- a) Community and Culture Committee – 2 vacancies.
- b) Planning, Highways and Licensing Committee – 1 vacancy.

## **8. Committee Meeting Minutes**

To note the minutes of the following meetings have been held:

- a) Finance and Governance Committee meetings held on 2<sup>nd</sup> July 2024 and 13<sup>th</sup> August 2024.
- b) Planning, Highways and Licensing Committee meetings held on 9<sup>th</sup> July 2024.
- c) Community and Culture Committee meetings held on 16<sup>th</sup> July 2024 and 20<sup>th</sup> August 2024.
- d) Staffing Committee meetings held on 17<sup>th</sup> July 2024 and 13<sup>th</sup> August 2024.

## **9. Meeting Dates**

To receive two lists of proposed changes to meeting dates for the Council and Committees, for discussion and agreement.

## **10. Insurance**

To receive the quote for renewing the insurance with Zurich for the year 2024/25, discuss and agree.

## **11. Bank Mandate and Invoice Checking**

To receive a new mandate, discuss and agree changes.

To receive a rota for Councillors for invoice checking and agree.

## **12. Internal Auditor**

To discuss and agree the appointment of an Internal Auditor for the financial year 2024/25.

## **13. Financial Transactions**

To receive and agree the income and expenditure for the month of August 2024.

## **14. Financial Review**

To receive and agree the bank reconciliation for August 2024.

To receive the budget summary up to the end of August 2024 for comparison and agreement.

## **15. Poppy Wreaths**

To discuss which poppy wreaths and how many to buy for the services in November 2024.

To discuss and decide who will be laying the wreaths on behalf of the Council.

**16. Christmas Lights, Christmas Tree and Christmas event**

To receive the quote for a Christmas tree for the Library Gardens, discuss and agree.

To discuss what the Council would like to do for the turning on of the Christmas lights 2024.

**17. Castle Point Borough Council Local Plan consultation**

To discuss the consultation and agree on comments to be sent.

**18. Art Exhibition**

To discuss and decide on a possible Art Exhibition at the end of November, beginning of December 2024 in the Community Centre.

**19. Memorial Bench**

To discuss the ordered memorial bench and agree on installation.

**20. Allotment Tenancy and Application Form 2024**

(All papers are recommended by the Allotment Working Group)

To receive the amended tenancy agreement for discussion and agreement.

To receive the new application form for discussion and agreement.

To receive the new mediation form for discussion and agreement.

**21. IT Update**

To receive, discuss and agree the quote for moving IT to the cloud.

To receive, discuss and decide on whether the Clerk can have a laptop.

**22. Updates from Councillors and Matters for Information**

To receive any updates from Councillors on any meetings, briefing or training they have attended. To receive ideas for items to be placed on future meetings.

**23. Private and Confidential**

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are excluded from the following items of business due to their confidential nature and they are instructed to withdraw.

**24. Staffing Matters**

To receive a verbal update from Cllr S McCurdy, Chair of the Staffing Committee, and Cllr B Arscott, Chair of the Council, on actions taken and any actions to be agreed. Including staff vacancies, advertising and interviews.