



# Leigh-on-Sea Town Council

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



Minutes of the Extra Ordinary Council Meeting  
held on Tuesday 23 July 2024 at 7.00pm  
at Leigh-on-Sea Community Centre, 71-73 Elm Road SS9 1SP  
*Formal acceptance to take place at the next Council meeting*

## Present:

Chair: Councillor B Arscott

Councillor Dr D Bowry  
Councillor C Lambert  
Councillor C Mulroney

Councillor P Gilson  
Councillor J Lloyd  
Councillor C Watt

Councillor Hart  
Councillor S McCurdy

Clerk of the meeting: Mrs T Melhuish  
Public: 5

### 214 Apologies for Absence

Apologies for absence were received from Councillors R Arscott, Garston and Suttling. The Chair of the Council, Councillor B Arscott informed everyone of the recent resignation of Councillors Agdeve and Cartey. The vacancies would be advertised in the normal way. **RESOLVED** that the apologies be accepted.

### 215 Declarations of Members' Interest

There were no declarations of interest.

### 216 Exclusion of the Press & Public

**RESOLVED** to exclude the press and public (The Public Bodies (Admission to Meetings) Act 1960) due to the confidential nature of the business to be transacted.

At 7.35pm, the Members of the Public left the meeting.

### 217 Staffing Matters

Member considered the recommendations from the Staffing Committee following the meeting held on 17 July 2024:

#### a. Recruitment of Town Clerk and RFO

The Chair of the Council, Councillor B Arscott provided a verbal report.

Following the recent advertisement of the vacancy a number of applications were received the Interview Panel of Councillor McCurdy, Councillor Arscott and Councillor Dr Bowry met and a shortlist of candidates was drawn up in line with a scoring matrix.

Interviews were held w/c 8 July and 3 candidates were given appointments, however, 1 candidate did not attend.

Following the interviews a candidate was selected and a verbal offer of employment was made.

**RESOLVED** that the successful candidate be appointed as the Town Clerk and RFO to Leigh-on-Sea Town Council. The proposed start date is Tuesday 27 August 2024.

It was confirmed that once the new Town Clerk takes up the role, Councillor B Arscott will step down as temporary Proper Officer and Councillor Lloyd as temporary RFO.

At 7.41pm, the meeting was paused so the new Town Clerk could be introduced to the Members of the Council.

At 7.45pm, the meeting was reconvened.

b. Staff Structure Review

The Chair of the Staffing Committee, Councillor McCurdy provided a verbal report. A revised Business Case was provided at the meeting. This had been amended by Worknest, the Council's HR consultant. Councillor Watt declared a non-registerable interest. Councillor McCurdy confirmed that all staff including the new Town Clerk would be involved in the consultation process.

**RESOLVED** that the Staff Structure Review is progressed and all Councillors review the revised document and submit their comments to the Chair of the Staffing Committee, Councillor McCurdy.

Once the revisions have been received the consultation process will commence, followed by a review by the new Town Clerk.

c. Employment Solicitor

The Chair of the Staffing Committee, Councillor McCurdy provided a verbal report. Costs for work from the legal section of the Town Council's current HR consultant were sought to handle the above grievances, however, they were very high. A local solicitor was contacted and recommendations sought from other Parish and Town Councils.

**RESOLVED** to accept the recommendation from the Staffing Committee to engage the services of Backhouse Solicitors Ltd on an ad hoc basis to assist the Town Council with the required legal advice on staffing matters.

There being no further public business to be transacted, the Chair closed the meeting at 8.15pm.

The next Meeting is on:  
Tuesday 17<sup>th</sup> September 2024  
at 7.30pm  
at Leigh Community Centre

Signed Chair .....

Date: 17 September 2024