

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 Valerie Morgan
Vice Chairman: Cllr Jill Healey
Town Clerk: Helen Symmons

Members are hereby summoned to attend a full council meeting of Leigh-on-Sea Town Council on
Tuesday 18th September 2018 at Leigh Community Centre,
71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**

Tea and coffee will be available from 7.00 pm, and there will be short presentations at 7.15 pm from Rev. Andrew Cowley regarding the work of Oasis Café followed by prayers before the opening of the meeting.

AGENDA

1. CHAIRMAN'S OPENING REMARKS AND HOUSEKEEPING NOTICES
2. APOLOGIES FOR ABSENCE
3. DECLARATIONS OF INTEREST

For Councillors to declare any pecuniary or non-pecuniary interest in any items on the Agenda

4. APPROVAL OF THE MINUTES OF THE MEETING 17TH JULY 2018
5. PUBLIC REPRESENTATIONS

Two thank you letters have recently been received from residents with the following notable quotes:

'Thank you to all those involved behind the scenes and upfront who have organised such a great range of summer activities.....each activity has been so good and great value for money too....Leigh Community Centre has really hit the spot with such a broad vision of adult and child interests. It really is an essential centre of excellence for the community'

'Thank you so much for your professionalism and help. In comparison Leigh Council are in another league to...'

6. SOUTHEND BOROUGH COUNCIL

This is an agenda item inviting Southend Borough Councillors representing Leigh Town Council areas to report matters and issues either in person or by correspondence to Leigh Town Council relevant to the Town Council's area.

7. QUESTIONS FROM COUNCILLORS (for which written notice has been received)
8. TOWN CLERK'S REPORT ([Appendix 1](#)) page 7

COMMITTEES

9. COMMITTEES

To receive the minutes of Committees for 2018/19 and report 2700/I&E

a) Planning Committee - To receive minutes of [24th July](#), [14th August](#), [28th August](#) and [11th September](#) 2018

NO RECOMMENDATIONS TO COUNCIL

b) Community Facilities Committee – To receive minutes of [7th August 2018](#)

NO RECOMMENDATIONS TO COUNCIL –

c) Environment & Leisure - To receive minutes of [21st August 2018](#)

NO RECOMMENDATIONS TO COUNCIL

d) Staffing Committee – To receive minutes of [5th July 2018](#)

NO RECOMMENDATIONS TO COUNCIL –

e) Policy & Resources - To receive minutes of [4th September 2018](#)

RECOMMENDATIONS TO COUNCIL –

- **Minute 27** – Review of Volunteer Policy
RECOMMENDED that the reviewed Policy with amendments be adopted ([Appendix 2](#)) page 10
- **Minute 34** - To Approve Expenditure
RECOMMENDED that the Council note the account transfers and approve the expenditure in Report 2700/I&E ([Appendix 3](#)) page 13

DECISION ITEMS

10. OPTING TO TAX THE LEIGH COMMUNITY CENTRE IN RESPECT OF VAT

Following on from the resolution made at the last meeting, the administration systems have been amended to accommodate input and output Vat calculations. Our VAT consultants have now advised that a specific registration date has to be resolved.

It is therefore **RECOMMENDED** that:

- a) Leigh-on-Sea Town Council opt to tax the Leigh Community Centre with effect from 18th September 2018
- b) That the Town Clerk (also the Responsible Financial Officer) be authorised to undertake such actions as may be necessary , including the signing of all forms and correspondence for submittal to HMRC in respect of this Option to Tax

11. LOW EMISSION STRATEGY – CONSULTATION 2018 ([Appendix 4](#)) page 18

There is a new Low Emission Strategy document published by Southend Borough Council for consultation.

It is **RECOMMENDED** that Council consider the information at Appendix 4, having read the full consultation document and submit a Council response.

12. STRATEGIC PLAN AND COUNCIL ACTION PLAN ([Appendix 5](#)) page 20

A PDG meeting was held to discuss the present Committees structure and consider the draft Strategic Plan alongside this. An outline of the meeting is attached at Appendix 4. It is **RECOMMENDED** that a further meeting be held imminently to discuss the proposed structure in further detail with draft Terms of Reference and Scheme of Delegation drawn up.

FOR NOTING

13. ANNUAL RETURN

The external auditor has completed their review of the Annual Governance and Accountability Return and certified that the information is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

14. LEIGH ROAD BY-ELECTION

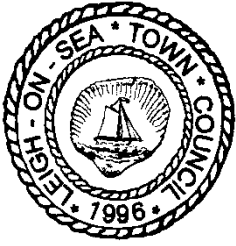
This is taking place on Thursday 4th October. There are two candidates standing.

Helen Symmons

Town Clerk
13th September 2018

Any member who is unable to attend the meeting should send their apologies before the meeting.

DATE OF NEXT MEETING: Tuesday 20th November 2018



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MINUTES OF A MEETING OF LEIGH-ON-SEA TOWN COUNCIL
TUESDAY 17th JULY 2018
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Valerie Morgan (Chairman) John Duprey, Keith Evans, Patrick Fox, Anita Forde, Gerry Glover, Jill Healey (Vice-Chairman), Carole Mulroney, Declan Mulroney, Ron Owen, Caroline Parker and Vivien Rosier.

Also in attendance: Southend Borough Councillor Bernard Arcscott, Helen Symmons (Town Clerk) and Abbie Cotterell (Assistant Proper Officer)

Prior to the meeting, Syrie Cox CEO of Southend YMCA spoke of the work and involvement of Southend YMCA in the local area. The Chairman announced Southend YMCA as her chosen charity.

Prior to the meeting Rev Andrew Cowley, Leigh Road Baptist Church led Councillors in prayers, being the Chairman's Chaplain for her year.

The meeting opened 7.30 p.m.

36. THE CHAIRMAN'S OPENING REMARKS INCLUDING HOUSEKEEPING ANNOUNCEMENTS

The Chairman welcomed the new Councillors to their first Full Council meeting and undertook the housekeeping announcements.

The Chairman announced that 3 Councillors had completed days 1, 2 and 3 of the Chairman training sessions at EALC and were presented with their gavels.

37. APOLOGIES FOR ABSENCE

Cllrs: Jill Adair, Mark Bromfield & FR. Clive Hillman

38. DECLARATION OF MEMBERS' INTERESTS

Cllr C Mulroney declared a non-pecuniary interest in matters involving Strand Wharf and Leigh Community Centre as a Borough Councillor.

39. APPROVE MINUTES OF THE PREVIOUS MEETING

The minutes of 15th May were signed by the Chairman following an amendment to indicate Cllr Parker is on the E&L Committee, whilst Cllr Rosier is not.

The minutes of 29th May were agreed and signed by the Chairman as a true and accurate record.

40. PUBLIC REPRESENTATIONS

A thank you letter had been received from Leigh North Street Primary School thanking Leigh Town Council for the funds allocated to the School Crossing Patrols.

41. SOUTHEND BOROUGH COUNCIL

Cllr Bernard Arscott gave an update on Southend Borough Council's current work in Leigh-on-Sea. CCTV to cover the Broadway, Old Town, Leigh Library Gardens and some areas near Leigh-on-Sea Station is hoped to be installed by March. The new Local Plan is being revised and the first draft is hoped to be published later this year around autumn time.

42. QUESTIONS FROM COUNCILLORS (for which written notice has been received)

There were none

43. TOWN CLERK'S REPORT

The Committee **NOTED** the report

COMMITTEES

44. COMMITTEES

To receive the Minutes of Committees for 2018/19 and report 2697/I&E

f) Planning Committee – Cllr Healey presented the minutes of [22nd May](#), [12th June](#), [26th June](#) and [10th July](#) 2018

There were no direct recommendations to Council

g) Community Facilities Committee – Cllr C Mulroney presented the minutes of [13th June 2018](#)

There were no direct recommendations to Council

h) Environment & Leisure – Cllr V Morgan presented the minutes of [19th June 2018](#)

There were no direct recommendations to Council

i) Policy & Resources – Cllr D Mulroney presented the minutes of [3rd July 2018](#)

RECOMMENDATIONS TO COUNCIL –

- Minute 7 – Review of Co-option Procedures at a Council Meeting – **RESOLVED**
- Minute 8 – Review of Recruitment and Selection Policy Process – **RESOLVED**
- Minute 9 – Review of Protocol on Member/Officer Relations – **RESOLVED**
- Minute 10 – Annual Budgeting Process – **RESOLVED**
- Minute 13 – Community Facilities Committee – **RESOLVED**
- Minute 19 - To Approve Expenditure (report 2697/I&E) – **RESOLVED**

DECISION ITEM

45. COMMITTEE VACANCIES

Cllr Evans was nominated for the vacancy on the Community Facilities Committee, Planning, Highways & Licensing Committee and Environment & Leisure Committee. This was **RESOLVED** by Council.

Cllr Glover was nominated for the vacancy on the Community Facilities Committee and Planning, Highways & Licensing Committee. This was **RESOLVED** by Council.

It was **NOTED** that a vacancy still exists on the Planning, Highways & Licensing Committee but remains vacant at this time.

46. VAT STATUS

The Council **RESOLVED** that Leigh Town Council become VAT registered, opting to Tax the Community Centre.

The Council **RESOLVED** that hire charges are not increased except for 3 categories in 2019/20 and remain the same for 2020/21 but that VAT has to be passed on to hirers with immediate effect from becoming VAT registered.

The Council **RESOLVED** that the VAT reclaimable on the Phase 1 repair project be used to fund the proposed building improvement works resolved by Council (minute 44d).

47. STRATEGIC PLAN AND COUNCIL ACTION PLAN

The Council **RESOLVED** to review and adopt the three strategic objectives as follows for 2018-2022, which will then be the basis of the Strategic Plan and Council Action Plan:

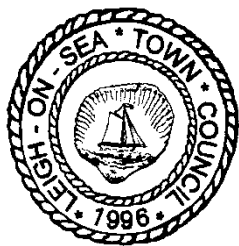
- ***To be proactive in creating effective partnership working between Southend Borough Council and Leigh Town Council to ensure a shared vision for Leigh-on-Sea***
- ***To identify community facilities that would enhance the quality of life of local residents and to explore ways of securing the necessary resources with minimum impact on the precept***
- ***To raise awareness of local environmental issues and to create opportunities for residents to engage with Leigh Town Council in finding and implementing solutions***

The Council **RESOLVED** to hold a PDG meeting to discuss the present Committees structure and consider the draft Strategic Plan alongside this.

48. EALC AGM AND CONFERENCE

The Committee noted the date of the EALC conference

The meeting closed at 8.02pm



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REPORT 2701/HS

TOWN CLERK'S REPORT SEPTEMBER 2018

STAFFING

Nothing to report other than there has been good team working sometimes under difficult circumstances. Our Events and Projects Officer is now known as Emily French, having married in the Summer. All staff are delighted that the programme of repair has commenced in earnest, the essential roof repairs began 10th September and are expected to last through to mid November.

The Community Centre will be closed the evening of Sunday 16th December to ensure that all staff are able to attend the Christmas meal being arranged.

TRAINING

Staff

There has been a break in external training over the school holiday period but internal training continues to be a regular feature.

Councillor

The Town Clerk continues to keep members in the loop with regard to available external training.

TOWN CLERK'S DIARY

LEIGH PARTNERSHIP GROUP

Sadly responses to the business survey sent out to all the traders and businesses in the area has been poor. As such the Group have extended the deadline in the hope that sufficient replies will eventually be received to enable analysis and an Action plan to be developed.

SPATIAL PLAN

The funding application was approved by the Marine Management Organisation and Allies Morrison contracted to undertake the Spatial Plan. The initial project meeting has taken place and we are now into the workstream phase which will be followed by Stakeholder Sessions in October. The Town Clerk has updated the Borough Council and the Deputy Leader confirmed that they share Leigh Town Council's intention of working in partnership. He has asked to be kept updated as knows the Officers at the Borough would be pleased to discuss, particularly in the context of the work on Southend 2050 and the ongoing preparation of the Borough Council's Local Plan.

EALC EXECUTIVE COMMITTEE

Cllr Kevin Bentley, Deputy Leader and Cabinet Member for Infrastructure at Essex County Council gave an insight into the devolution agenda and ECC working in partnership with the Parish Sector. There are 340 parish and town councils across Essex (excluding us as we are under the unitary authority of Southend Borough Council). A trial period is to start across ECC areas with regard to devolution of some highway issues if parishes, towns and district councils are keen to be involved. Additionally they are looking to strengthen the existing Highways Panels in areas by having a parish representative representing the parishes in their district on the panel.

EALC wish to undertake a survey of how the parishes as statutory consultee are received and work with the planning authority in their area.

TOWN COUNCIL INVITATIONS

The following engagements have been attended by the Chairman:

SACC College Student Awards

Friends of Library Gardens – volunteer sessions

Litter Less Leigh Litter pick – volunteer sessions

Merchant Navy Flag raising on Strand Wharf – The Chairman and 4 Councillors were in attendance

West Leigh Baptist Church BBQ

Veolia Customer Liaison Group

Leigh Regatta – The Chairman and 4 Councillors were in attendance

[Agenda](#)

COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2018/19

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
COUNCIL 18-07-17	49. CIL	RESOLVED to contact SBC with regard to S106 agreements in Leigh		Still awaiting SBC response. TC actively chasing and now receiving updates as to when a response may be received. Advised by SBC that it is complicated	TC will continue to monitor for a full response.	TC
COUNCIL 17-07	44d POLICY & RESOURCES MINUTES	RESOLVED review of co-option procedures RESOLVED review of recruitment & selection policy process RESOLVED review of Protocol on member/Officer relations RESOLVED annual budgeting process RESOLVED CFC minute 13 – remodel RESOLVED expenditure report 2697	ALL 17-07	All documents added to website where appropriate and diarised for future reviews. LCC Sub-Committee will now undertake project	NFA NFA	
COUNCIL 17-07	45. COMMITTEE VACANCIES	RESOLVED Cllr Evans & Glover to committees	17-07	Committee lists and website to update	NFA	
COUNCIL 17-07	46. VAT STATUS	RESOLVED to become VAT registered opting to tax LCC RESOLVED hire charges except 3 to increase in 2019/20 RESOLVED VAT reclaimable on Phase 1 repair project to fund remodel works	See agenda 17-07	Inform hirers, deal with IT administration prior to becoming VAT registered Project funding allocated	Diarise 3 room hire increases for April 2019 Consultants advise that wording of resolution needs a date. Added to agenda	BAA

LEIGH-ON-SEA TOWN COUNCIL

VOLUNTEER POLICY

POLICY STATEMENT

Leigh-on-Sea Town Council recognises, welcomes and values the support that volunteers provide to the local community. This policy sets out the broad principles for voluntary involvement in activities overseen by Leigh-on-Sea Town Council.

Leigh-on-Sea Town Council involves volunteers to:

- Increase our contact with the local community we serve
- Help ensure its facilities and services reflect the needs of the community and
- Increase the skills, experience, perspectives and diversity of those involved with the Council.

PRINCIPLES

This Volunteering Policy is underpinned by the following principles:

- We will ensure that volunteers have a clear understanding of their role within the Council, the tasks they are being asked to perform and the responsibility that goes with those tasks.
- We do not aim to introduce volunteers to replace paid staff
- We expect that paid staff at all levels will work positively with volunteers and where appropriate will actively seek to involve them in their work.
- We recognise that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.
- We are committed to ensuring that volunteers find their volunteering rewarding and enjoyable.

PRACTICE GUIDELINES

The following guidelines deal with practical aspects of volunteering with the Town Council.

Recruitment

All prospective volunteers will be invited to an informal discussion to fill out a registration form and for the volunteer coordinator to find out what they would like to do, their skills, suitability and how best their potential might be realised.

Two references will be sought for each volunteer, we appreciate that checks of any kind can appear a very intrusive process but feel they are necessary for a number of reasons:

- It takes account of the Town Council's responsibility to the public and the community
- It gives the volunteer a degree of credibility
- It reassures colleagues

Volunteers will need to be over 16 years of age to volunteer independently with Leigh-on-Sea Town Council and under-18s will be asked for parental consent. Younger people may get involved in some aspects of volunteering with the Council if they are accompanied by a responsible adult, or if they are part of a wider organisation that is volunteering with the Council. The Council does not have an upper age limit for volunteers but there may be situations that require the volunteer coordinator to ask someone to stop volunteering – for example when health issues are considered a risk to the person concerned or others around them.

Equal Opportunities

The Town Council operates an Equality and Diversity Policy in respect of both paid staff and volunteers, a copy is available to volunteers. The Council will do everything in its power to ensure that everyone is treated fairly and with respect at all times and expects volunteers to do the same.

Safeguarding

If the volunteer is to work in a regulated activity (as determined by the Disclosure and Barring Service) with or on behalf of the Council, the Council will carry out DBS checks. The Council has a Safeguarding Policy which is available to volunteers.

Induction and training

All volunteers will receive an induction into the Town Council and into specific volunteer roles where applicable.

Training will be provided when necessary.

Expenses

The Council will reimburse reasonable out-of-pocket expenses, such as travel costs and, if volunteering for more than four hours in one session the cost of a sandwich lunch or equivalent up to £5 will be reimbursed. Payment of reasonable expenses will be authorised by the volunteer coordinator in advance and receipts or tickets will be required.

Health and Safety

The Town Council has a legal obligation to ensure it complies with health and safety legislation and has a duty of care to mitigate risks.

Practical issues will be discussed as part of a volunteer's induction and a copy of the Town Council's Health and Safety Policy is available on request.

Insurance

All volunteers are covered by the Town Council's insurance policy whilst they are on Town Council property or engaged in any volunteering on behalf of the council.

Confidentiality

Volunteers will be bound by the same requirements for confidentiality as paid staff.

The Volunteer's Voice

Volunteers are encouraged to express their views about matters concerning the Town Council facilities and services to the volunteer coordinator.

Problem Solving

We aim to identify and solve problems at the earliest possible stage. If a volunteer has a problem with a task, a member of staff or another volunteer they should first discuss it with the volunteer coordinator, as should a member of staff or councillor if they have a problem with a volunteer. If the issue is not resolved, or the complaint is with the volunteer coordinator, then it can be taken to the Town Clerk.

[Agenda](#)



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Payments List 16th June 2018- 28th August 2018 Report 2700 Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
102539	£18.61	Recognition Express Essex	Replacement chq – original lost
102540	£258.00	Miskos Ltd	Spam filtering Server monitoring PCI compliance
102541	£10629.25	Southend BC	Hanging baskets HR services Commercial Insurance
102542	£255.00	EALC	Councillor training course x 3
102543	£174.00	Evac + Chair International Ltd	Annual maintenance contract
102544	£250.00	Palmers Solicitors	Professional advice
102545	£75.90	St John Ambulance	First Aid cover Community Day
102546	£45.00	Entertainer	Movement day
102547	£300.00	Leigh Times Series Ltd	Newsletter
102548	£69.40	Viking	Stationery
102549	£33.60	Hampshire Flag Company	Flag
102550	£525.94	Printer	Leigh Partnership Group survey
102551	£55.80	Staff member	Travel expenses
102552	£67.08	James Todd & Co Ltd	Payroll processing
102553	£10.00	Plot holder	Return of key deposit
102554	£200.00	Entertainer	Children's event
102555	£150.00	Entertainer	Children's event
102556	£150.00	Entertainer	Puppet shows
102557	£100.00	Entertainer	Magic show
102558	£200.00	Entertainer	Messy play craft
102559	£175.00	Entertainer	Pony Cycle hire

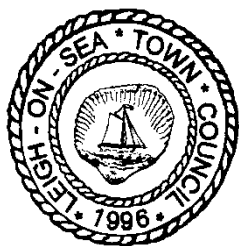
102560	£140.00	Cash	Top up Petty Cash
102561	£47.28	Allen Bros Electrical (Factors) Ltd	Light bulbs
102562	£152.97	Essex Supplies (UK) Ltd	Cleaning materials
102563	£50.00	Plot holder	Refund plot deposit
102564	£15.00	Plot holder	Refund plot deposit
102565	£95.00	Entertainer	Children's event
102566	£585.00	Entertainer	Children's events
102567	£100.00	Entertainer	Children's events
102568	£75.00	English Heritage Trust	Entrance fee Community Transport
102569	£193.90	English Heritage Trust	Entrance fee Community Transport
102570	£400.00	Princess Gatherings Ltd	Children's events
102571	£26.09	Recognition Express Essex	Name badges
102572	£55.00	EALC	Staff training
102573	£122.22	Fulton Paper	Paper
102574	£84.15	Viking	Stationery
102575	£89.00	M Frost & Associates Ltd	Display Energy Certificate Community Centre
102576	£400.00	Entertainer	Kids Zone event Strand Wharf
102577	£30.00	Plot-holder	Refund plot deposit
102578	£50.00	Plot-holder	Refund plot deposit
102579	£55.00	EALC	Councillor training course
102580	£2100.00	Inspectorate Ltd	Column testing re additional loadings
102581	£121.60	Wyvern Community Transport	Minibus hire Audley End trip
102582	£200.00	Entertainer	Children's summer activities
102583	£126.00	Miskos Ltd	Server monitoring and spam filtering
102584	£70.20	James Todd & Co Ltd	Payroll processing
102585		CHQ CANCELLED	
102586	£465.00	EALC	Staff training course
102587	£54.00	Phoenix Water Coolers Ltd	Cone cups
102588	£528.00	Miskos Ltd	PCI Compliance
102589	£24.00	Rochford District Council	Community Transport trip
102590	£70.00	Rayleigh Town Museum	Community Transport trip
102591	£170.00	EALC	Councillor & staff training
102592	£6624.62	WPS Ltd	Annual insurance
102593	£53.20	Viking Payments	Stationery
102594	£240.00	Entertainer	Children's events entertainer
102595	£190.68	Vanessa Treasure Designs	Armbands

102596	£50.00	Plot-holder	Refund plot deposit
102597	£146.09	Essex Supplies (UK) Ltd	Cleaning materials
102598	£1560.00	PKF Littlejohn LLP	External audit fee
102599	£120.00	Secom plc	Intruder alarm callout
102600	£13.78	Royal Mail Group Ltd	Leigh Partnership survey
Bk Trs	£24000.00	Payroll	To cover June payroll
Bk Trs	£2034.00	Albany Environmental Services Ltd	Pigeon netting and clean up
Bk Trs	£350.00	D & B Roofing	Roof repairs Community Centre
Bk Trs	£1508.40	Vicarage Marquees Ltd	Marquee hire Craft & Cuisine event
Bk Trs	£22500.00	Payroll	To cover July payroll
Bk Trs	£750.00	Manchester Drive Allotment Society	ASA agreement
Bk Trs	£400.00	LOSALGA	ASA agreement
Bk Trs	£125.00	Marshall Close Allotments	ASA agreement
Bk Trs	£390.00	Team Prevent UK Ltd	HR services
		Expenditure – Imprest Items	
	£53.04	Brunel Engraving	Plaque engraving Strand Wharf
	£36.99	The Factory Shop	Events equipment
	£21.98	WH Smith	Condolence book
	£6.83	Amazon	Poster paper
	£26.00	Southend Borough Council	Event permit Carols on Strand Wharf
	£409.20	Everything Branded	Good for Leigh branded water bottles
	£38.35	Viking Direct	Stationery
		Expenditure – Direct Debits	
	£200.00	FP Teleset	Postage
	£15.01	SSE	Strand Wharf electricity
	£14.13	Global Payments	Virtual Terminal processing fee
	£15.93	Global Payments	Card machine processing fee
	£92.15	Biffa Environmental	Skate Park bin collection
	£119.65	Biffa Environmental	Community Centre general waste
	£93.07	Biffa Environmental	Community Centre recycling

	£32.72	The Calls Warehouse	Call charges 477248
	£552.64	SSE	Community Centre Electricity
	£96.00	FP Mailing	Franking machine lease
	£200.00	FP Teleset	Postage
	£12.00	Annecto UK Ltd	Card machine charge
	£792.00	Southend BC	Business rates Community Centre
	£399.31	Wave	Water rates Community Centre
	£138.53	Wessex Products (Leasing) Ltd	Hand drier lease
	£2569.50	SSE	Gas Community Centre
	£6.05	Global Payments	Virtual Terminal processing fee
	£15.72	Global Payments	Card machine processing fee
	£6.00	Annecto UK Ltd	Virtual Terminal charge
	£83.81	GO CARDLESS (Verde Coffee Ltd)	Coffee order. Costs recovered by LTC
	£257.58	Edenred	Childcare vouchers
	£277.21	British Telecom	Line and call charges 716288
	£89.52	British Telecom	Line rental 716287
	£34.01	The Calls Warehouse	Call charges 477248
	£15.93	SSE	Electricity Strand Wharf
	£533.11	SSE	Community Centre electricity
	£487.52	British Telecom	Broadband & line rental alarm line
	£92.15	Biffa Environmental	Skate Park bin collection
	£85.36	Biffa Environmental	Community Centre general waste
	£75.46	Biffa Environmental	Community Centre recycling
	£49.31	SSE	Skate Park electricity
	£12.00	Annecto UK Ltd	Card machine charge
	£792.00	Southend BC	Business rates Community Centre
	£58.86	GO CARDLESS (Verde Coffee Ltd)	Coffee order. Costs recovered by LTC

	£6.00	Annecto UK Ltd	Virtual Terminal charge
	£9.50	Global Payments	Virtual Terminal processing fee
	£16.74	Global Payments	Card machine processing fee
	£269.51	Essex & Suffolk Water	Allotments water rates
	£257.58	Edenred	Childcare vouchers
	£544.94	SSE	Electricity Community Centre
	£33.11	The Calls Warehouse	Call charges 477248
	£1352.62	Essex & Suffolk Water	Water rates Manchester Drive allotments

[Agenda](#)



Leigh-on-Sea Town Council



REPORT 2702/HS

Southend Borough Council Low Emission Strategy – Consultation 2018

Southend on Sea Borough Council (SBC) is consulting on the new Low Emission Strategy document. They state that air quality in our Borough is good but in November 2016 the Council declared their First Air Quality Management Area due to the levels of nitrogen dioxide being elevated along a short stretch of the A127.

SBC are now seeking views on their new draft Low Emission Strategy document which provides a comprehensive framework for vehicle emission reduction initiatives involving a range of stakeholders capable of influencing outcomes directly or indirectly. While the Council has the ability to implement certain measures, the Low Emission Strategy also identifies areas of work requiring a partnership approach with key stakeholders.

The strategic aims are:

- a. To take actions that will reduce emissions from transport in the area and support sustainable development.
- b. To reduce emissions from all classes of vehicles, and to work with all groups who travel or generate traffic, including emissions from Council owned or leased fleet and staff vehicles (driven for business use).
- c. To improve the understanding of air pollution as an issue that should be considered during the development of policy, and to influence decisions made in the greater area. To raise awareness to the fact that we all have a role to play.
- d. To actively seek funding opportunities to implement stretching and innovative measures, especially the opportunity to increase the use of (Ultra) Low Emission Vehicles.
- e. To evaluate the success of the strategy and report annually. To use the lessons learned to develop the strategy into the future.

The Borough state that working in collaboration with stakeholders they can:

- Enable the identification of effective measures to reduce road transport emissions
- Raise awareness of transport emissions and their effects on public health and promote initiatives to reduce pollution
- Recognise good practice, benchmark activity and engage the wider community
- Identify funding opportunities and work in partnership to secure such funding
- Monitor progress of initiatives aimed at reducing emissions and at appropriate intervals review the LES

A steering group will be driven by the Air Quality Action Plan Steering Group which will meet quarterly to monitor progress and identify opportunities for deliver schemes within the Borough beyond.

Priorities for action are:

- Reducing transport emissions
- Southend Intelligence Hub, Smart City Journey and Digital Strategy
- Land Use Planning and Development Control
- Sustainable Procurement
- Reducing Emissions from Commercial Vehicles
- Reducing Emissions from Passenger Cars and LGVs
- Reducing Emissions from Taxis
- Reducing Emission from Buses

Councillors are encouraged to read the full documentation which can be found at :
<https://consult.southend.gov.uk/KMS/dmart.aspx>

The Town Clerk can find no mention of air traffic or cycling schemes within the consultation

Responses for the Council to consider:

Are any significant actions/initiatives already being undertaken or committed to that could improve low emissions?

YES NO

If you answer Yes - please specify

Are any significant actions/initiatives missing that could improve low emissions?

YES NO

If you answer Yes – please tell all

Are any of the Actions listed in the Low Emission Strategy 2018 no longer relevant?

YES NO

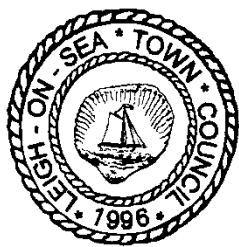
If Yes please state which ones

Are there any barriers that need to be overcome for SBC to take up these measures in the plan?

YES NO

If Yes – please specify

Anything else?



Leigh-on-Sea Town Council



Committee Structure Workshop – Meeting notes

23rd August 2018 7.30 p.m.

Present:

Cllrs: Mark Bromfield, John Duprey, Anita Forde, Gerry Glover, Jill Healey, Valerie Morgan, Carole Mulroney and Vivien Rosier

Also: Helen Symmons (Town Clerk)

Cllr Rosier opened the session.

Purpose:

With the strategic objectives resolved by Council this was to review the Council and Committee structure to establish whether the existing structure will aid meeting the objectives or whether better streamlining will prove more effective.

Activity:

The group discussed the weaknesses, threats, opportunities and strengths of the existing system with Cllrs providing an insight in to other structures they had experienced in other sectors. Two potential structures were presented with open discussion. An alternative preferred route was settled upon:

Full Council	bi-monthly	
Community Committee	bi-monthly	
Finance & Governance	quarterly	(non-seniority, any cllr may sit on committee)
Planning	bi-weekly	(although alternative scenario to be considered)
Staffing	as and when required	

Terms of Reference and Scheme of delegation to be created to support the new structure.

It was agreed that the above would be presented to Council in outline but a further Structure meeting was to take place as soon as possible to consider the proposal further.

[Agenda](#)