



# 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



Members are hereby summoned to attend the Annual Council Meeting  
of Leigh-on-Sea Town Council on  
**Tuesday 19<sup>th</sup> July 2022** in Leigh Community Centre,  
71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**.

*Helen Symmons*

Helen Symmons PSLCC  
Town Clerk  
7th July 2022

**Any member who is unable to attend the meeting should send their apologies to the Town Clerk**

## AGENDA / BUSINESS TO BE TRANSACTED

1. CHAIRMAN AND HOUSEKEEPING ANNOUNCEMENTS
2. PRESENTATION TO PHAB CAFÉ
3. INTRODUCTION OF CHAIRMAN'S CHARITY
4. APOLOGIES FOR ABSENCE
5. DECLARATIONS OF INTEREST

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

6. APPROVAL OF THE MINUTES OF THE MEETING [24<sup>TH</sup> MAY 2022](#)
7. PUBLIC REPRESENTATIONS
8. QUESTIONS FROM COUNCILLORS (for which written notice has been received)
9. SOUTHEND CITY COUNCIL

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

10. TOWN CLERK'S REPORT ([Appendix 1](#)) page 4

## COMMITTEES / PDGS AND REPRESENTATIVE REPORTS

11. COMMITTEES

To receive the Minutes of Committees for 2022/23.

- a) Planning, Licensing and Highways Committee – To receive the minutes of [31<sup>st</sup> May](#) and [21<sup>st</sup> June 2022](#)

There are no recommendations to Council

- b) Community Facilities Committee – To receive the minutes of [14<sup>th</sup> June 2022](#)

There are no recommendations to Council

- c) Staffing Committee – To receive the minutes of [28<sup>th</sup> June 2022](#)

There are no recommendations to Council

- d) Finance & Governance Committee – To receive the minutes of [28<sup>th</sup> June 2022](#)

**RECOMMENDATIONS** as follows:

**Minute 8 – Council Standards**

The Committee **RECOMMEND** that the following be added to Council Standing Order 4 and Council's Terms of Reference:

- To Chair a committee or be Chairman of council, a member is to have proven chairmanship experience or have already undertaken appropriate Chairmanship Training sourced by the Town Clerk
- To sit on the Staffing Committee, a member is to have proven experience in employment management or to have already undertaken appropriate Employment training sourced by the Town Clerk.
- To sit on the Town Clerk's appraisal panel, a member is to have proven experience in conducting appraisals or to have already undertaken appropriate Appraisal training sourced by the Town Clerk.
- To sit on the Planning, Highways & Licensing Committee, a member has to undertake regular training via Southend City Council or sourced by the Town Clerk.

**Minute 9 – Community Infrastructure Levy**

The Committee **RECOMMEND**:

- To set aside £40,000 from CIL receipts to future proof the paddling pool at Bell Wharf Beach.
- To purchase two target games from CIL receipts, one for Bonchurch Park and one for the MUGA area at the skate park at a heavily discounted rate of £12,785.

12. ARTS GROUP PDG

A meeting is to be held 20<sup>th</sup> July. Cllr Forde asks that Council agree for another person to be invited on to the group.

This would make a total of seven outside representatives plus technically all Councillors who can attend. The Town Clerk reminds Councillors that the Arts Group PDG is a councillor led discussion group only, with any recommendations put to the Standing Committee – C&C Committee. At the last Arts Group meeting, no councillors were present.

13. REPRESENTATIVE REPORTS

14. COMMITTEE VACANCIES

15. COUNCILLOR VACANCIES

<b>OTHER DECISION ITEMS</b>
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16. MOTION FROM CLLR COWELL, SECONDED CLLR COHEN ([Appendix 2](#)) page 6

17. HERD IN THE CITY – SCULPTURE ART TRAIL

Havens Hospice are working with Wild in Art again to deliver the second free public art trail in Southend City. In 2023, they plan to expand the trail throughout the city to include Leigh. The art installations this time will be elephants with the trail taking place over 10 weeks. The Town Clerk has received correspondence from the Project Manager regarding Leigh locations and will report to Council at the meeting.

18. TO APPROVE EXPENDITURE ([Appendix 3](#)) page 8

**FOR NOTING / CONSIDERATION**

19. COUNCIL BANK ACCOUNT BALANCES AS AT 4<sup>TH</sup> JULY 2022

Current Account	£9,060.99
Imprest	£969.41
Payroll	£8,309.82
HSBC deposit	£181,563.92
PS Deposit fund	£523,038.77

20. COMMUNITY ENGAGEMENT

**Council Magazine**

It is **RECOMMENDED** that an editorial group meeting be held to finalise the next edition. The Marketing & Profile Officer completed most of the planning and articles prior to going on maternity leave. Only a small proportion of the next edition requires completion.

**Councillor Litter pick project**

This was discussed at C&C as councillor engagement in the project is minimal. An alternative scenario is now presented whereby councillors undertake their own litter picks in their wards adhering to a brief with regard to the process ([Appendix 4](#)) page 14

21. UKRAINE REFUGEE INITIATIVES

- To review the recent initiative instigated by Council.
- The ribbon making workshop led by Cllr Cowell raised £113.87

**DATE OF NEXT MEETING:** Tuesday 20<sup>th</sup> September 2022



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## Report 2788/HS

### TOWN CLERK'S REPORT JULY 2022

#### TRAINING

The following training has been booked/undertaken since the last report:

##### Staff:

- SLCC Management in Action Conference – Town Clerk
- SLCC Webinar Getting into Health & Safety – Admin Assistant
- SLCC Webinar Starting out with Social Media – tools, tips & techniques – Admin Assistants

##### Councillors:

- Chairmanship Skills Cllr Evans
- Effective Chairmanship Cllr Evans

The following training was offered to Councillors in June and July but there has been no interest:

- Understanding Council Governance
- Understanding Employment responsibilities
- Local Government Finance
- Communications training

#### STAFFING

In addition to regular work, the main areas the Staff have been working on:

- Maternity Cover – social media and promotions, childrens' holiday activities ideas
- Recruitment of new Facilities Team Leader
- Hosting of work experience student for a week
- Maintenance projects
- Allotment cultivation checks
- HR meetings

#### MEETINGS ATTENDED:

- SLCC The Big 50 Conversation
- OPERATION UNION PARTNERS CATCH UP
- SOUTHEND TOURISM PARTNERSHIP BOARD MEETING
- DUNKIRK MEMORIAL
- BARCLAYS COMMUNITY HUB PLANNING
- LUMINOCITY STAKEHOLDER CONVERSATION
- GROUP LEADERSHIP COACHING SESSION

#### MANAGEMENT IN ACTION CONFERENCE – SESSIONS ATTENDED:

- KEY NOTE SPEAKER JUSTIN FEATHERSTONE – Have I listened with Kindness Today?
- DANNY KRUGER MP – Levelling Up and our Communities
- People Management
- Motivating Teams after the COVID Tsunami
- Management Tactics
- The Power of Movement
- What's the Problem – sector discussion
- Managing the Political Divide
- KEY NOTE SPEAKER PETER OBORNE – The Collapse of Integrity in British Public Life

**COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2021/22**

<b>Committee</b>	<b>Minute No. and Subject</b>	<b>Completion status</b>	<b>Completion Date</b>	<b>Outcome</b>	<b>Forward Action Required</b>	<b>Responsible</b>
COUNCIL 20-11-18	82 Request to Council	RESOLVED to have a board in recognition of Town Clerks who serve the Council		Board is in progress. Various issues including COVID have caused delays.		TC
COUNCIL 24-05-22	11. Committees	RESOLVED all F&G recommendations	24-05-22	Update policies now all published on website	NFA	
COUNCIL 24-05-22	12. Committee membership	RESOLVED	24-05-22	Published to website	NFA	
COUNCIL 24-05-22	14. Invitations to Co-opt to PDG groups	RESOLVED		Invitations sent. Yet to hear from Alex Cox. No details received from Cllr Wilkins as to how to contact Marie Gotfried.		
COUNCIL 24-05-22	15. Representative appointments	RESOLVED	25-05-22	Various bodies all advised of new representatives	NFA	
COUNCIL 24-05-22	16-23 Annual business	RESOLVED	24-05-22	Website updated where applicable	NFA	
COUNCIL 24-05-22	24-26 Financial	RESOLVED all AGAR documentation and supporting statements	28-06-22	Sent to external auditor once the internal auditor had signed their section	NFA	
COUNCIL 24-05-22	28. MDAS toilet inspection	RESOLVED to point out the report to MDAS and ask that minor remedial works be carried out		The Town Clerk has verbally advised the MDAS chairman but needs to full confirm in writing		TC
COUNCIL 24-05-22	29. Alteration of bus service	AGREED that Cllr Hart will write a letter in consultation with the TC		Nothing received from Cllr Hart as yet		Cllr Hart
COUNCIL 24-05-22	30. Memorials for Sir David	Special pin and renaming of Room 4		Pin on order, room renaming to be arranged		TC

[Agenda](#)

**Leigh Town Council**

**MEETING Date: 19/07/2022**

**Proposed Cllr Cowell  
Seconded Cllr Cohen**

<p><b>Agenda Item:</b></p>	<p><b>To review the local government association findings of their report into abuse of councillors.</b></p>
<p><b>Background Information:</b></p>	<p>In June 2022 the Local Government Association (LGA) shared findings of their report into the abuse and intimidation councillors receive.</p> <p>Councillors are at the centre of local democracy forming a vital link between councils and residents, it is a privilege and responsibility to be elected to public office.</p> <p>However, increasing levels of abuse and intimidation in political and public discourse are negatively impacting politicians and democracy at local and national levels.</p> <p>Rights to object and constructive challenge are both key components of democracy, but abuse and intimidation cross the line into unacceptable behaviour and serve to silence democratic voices and deter people from engaging with politics.</p> <p>The report's findings show that there is a considerable volume of evidence of the impact of abuse, intimidation, and aggression at a national level, including extreme incidents such as the murder of Jo Cox MP and Sir David Amess MP.</p> <p>There are 7 recommendations. Details can be found here</p> <p><a href="https://www.local.gov.uk/publications/debate-not-hate-impact-abuse-local-democracy#summary-and-recommendations">https://www.local.gov.uk/publications/debate-not-hate-impact-abuse-local-democracy#summary-and-recommendations</a></p> <p>The LGA launched their Debate not Hate campaign on 26/06/2022. The Debate Not Hate campaign aims to raise public awareness of the role of councillors in their communities, encourage healthy debate and improve the responses and support for local politicians facing abuse and intimidation</p> <p>The LGA are asking cllrs and organisations to add their signatures to the public statement. Details can be found here;</p> <p><a href="https://www.local.gov.uk/about/campaigns/debate-not-hate/debate-not-hate-sign-our-public-statement">https://www.local.gov.uk/about/campaigns/debate-not-hate/debate-not-hate-sign-our-public-statement</a></p>

<p><b>Background Documents:</b></p>	<p>LGA report and statement (see links)</p>
<p><b>Costs:</b></p>	<p>None</p>
<p><b>Strategic Plan:</b></p>	<p>N/A</p>
<p><b>Recommendation</b></p>	<p><b>That council resolves to sign the LGA public statement of support and share their findings across the council social media channels</b></p>

[Agenda](#)



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## Payments List 27<sup>th</sup> Apr 2022- 04.07 2022 Report 2788/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		<b>Expenditure - Cheques</b>	
BK TRS	£750.00	Manchester Drive Allotment Society	ASA agreement
BK TRS	£125.00	Marshall Close Allotments	ASA agreement
BK TRS	£564.80	SLCC Enterprises Ltd	Staff training
BK TRS	£95.00	Lorna & Lottie's CIC	CT Social lunches and cakes for event
BK TRS	£342.90	PFS Group Ltd	Emergency lights remedial work
BK TRS	£1250.00	Enovert Management Ltd	Paddling Pool repairs grant contribution
BK TRS	£841.08	The Stage Bus	Final payment for stage at Jubilee event
BK TRS	£87.00	Lorna & Lottie's CIC	CT Social lunches
BK TRS	£336.00	Phuse Media	Website hosting LCC & LTC
BK TRS	£70.00	Southend Estuary District Explorer Scouts	Minibus hire
BK TRS	£1838.40	Kiernan Lucas Contractors Ltd	Refurbishment works LCC
BK TRS	£250.00	PT Carroll	Repairs Skate Park
BK TRS	£13.20	Amazon	Catering
BK TRS	£86.40	Eclipse Scarves Ltd	Strand Wharf Flag
BK TRS	£155.98	Couno Office Solutions Ltd	Photocopying
BK TRS	£19.28	Mark One Hire	Acrow prop hire
BK TRS	£115.20	James Todd & Co Ltd	Payroll processing
BK TRS	£235.66	Lyreco UK Ltd	Cleaning products and office paper
BK TRS	£21.00	Musicality	Entertainment at CT Social Club
BK TRS	£70.52	Staff member	Reimburse for paint
BK TRS	£500.00	FROLLC	LTC Grant Award



BK TRS	£390.00	Hadleigh Salvage Recycling	Skip hire allotments
BK TRS	£414.00	PFS Group Ltd	Fire alarm, emergency lights & disabled toilet maintenance
BK TRS	£42.00	Lorna & Lottie's CIC	CT Social lunches
BK TRS	£150.00	Royal British Legion	Annual Town Meeting
BK TRS	£500.00	Artists in Residence	LTC Grant Award
BK TRS	£23.98	Staff member	Expenses
BK TRS	£500.00	Leigh on Sea Lions Club	Grant Award
BK TRS	£54.00	T Sibson	Jubilee activity
BK TRS	£125.00	Entertainer	Jubilee entertainment
BK TRS	£100.00	Cake Club	LTC Grant Award
BK TRS	£23000.00	Payroll	May payroll
BK TRS	£300.00	Lintott Building Solutions	Electrics works
BK TRS	£240.00	SLCC Enterprises Ltd	Staff training
BK TRS	£34.34	Secom plc	Maintenance intruder alarm
BK TRS	£18.99	Staff member	Reimburse re Jubilee expenses
BK TRS	£60.00	Stallholder	Farmers' Market Refund
BK TRS	£6249.00	Mashfords Gardening and General Maintenance	Hanging baskets & watering
BK TRS	£37.50	Amazon	CT Jubilee tea decorations
BK TRS	£210.00	Essex Maintenance	Boiler service
BK TRS	£150.00	J Peek	Entertainment at Jubilee Picnic
BK TRS	£371.89	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£41.70	Couno Office Solutions	Photocopying
BK TRS	£3220.07	Southend City Council	Annual Insurance Premium LCC & provision of a green waste trailer
BK TRS	£505.80	Veolia Environmental Services (UK)	Garden waste sacks

BK TRS	£122.82	James Todd & Co Ltd	Payroll processing
BK TRS	£300.00	Aylesford Electrical Contractors Ltd	Storage of Christmas lighting following contract expiration
BK TRS	£19.93	Mark One Hire	Acrow prop hire
BK TRS	£72.00	WALC	Councillor training
BK TRS	£32.50	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£42.37	DJE Creative	Safe Sun sign
BK TRS	£144.00	Quantum Services	Lift call-outs
BK TRS	£160.00	Bees Knees Marquees	Toilet hire Jubilee Picnic
BK TRS	£115.20	St John Ambulance	First Aid at Jubilee Picnic
BK TRS	£75.00	Entertainer	Entertainment at Jubilee Tea
BK TRS	£42.00	Mulberry & Co	Councillor training
BK TRS	£780.00	Hadleigh Salvage Recycling	Skip hire allotments
BK TRS	£744.49	PFS Group Ltd	Remedial work disabled toilet alarm, emergency lights & fire alarm
BK TRS	£59.69	Amazon	Flag & microphone stands
BK TRS	£350.00	Lorna & Lottie's	CT Social Jubilee Tea
BK TRS	£75.00	Entertainer	Entertainment at Jubilee Tea
BK TRS	£208.69	Office Watercoolers	Watercooler contract
BK TRS	£30.00	Farmers' Market Stall holder	Refund
BK TRS	£85.00	SLCC Enterprises Ltd	Staff training
BK TRS	£10.00	Farmers' Market Stall holder	Refund
BK TRS	£450.00	Crucis Designs	Detailed structural design works
BK TRS	£83.25	Staff member	Expenses
BK TRS	£897.60	Furniture at Work	Office furniture
BK TRS	£11.74	Amazon	Milk & lock

BK TRS	£23000.00	Payroll	June Payroll
BK TRS	£100.00	Hirer	Refund payment received in error
BK TRS	£44.94	Amazon	Office equipment and frames for art display
BK TRS	£14.10	Edge IT Systems Ltd	Facilities Plus add-on
BK TRS	£52.25	Couno Office Solutions Ltd	Photocopying
BK TRS	£300.00	Tindle Newspapers Essex & Kent	LTC Newsflash
BK TRS	£1858.52	Kieran Lucas Contractors Ltd	Installation of classic touring post
		<b>Expenditure – Imprest Items</b>	
	£319.31	Hampshire Flag	Flags & bunting
	£51.16	Blinds Direct	Office blind
	£18.00	The Factory Shop	Cable ties
	£5.80	Tesco	Refreshments CT Social
	£7.00	Home & Car	Decorating supplies
	£11.99	Zoom Communications	Subscription
	£8.85	Tesco	CT Social refreshments
	£2.20	Co-op	CT Social refreshments
	£70.00	Homemade Bakery	Jubilee Cake CT Tea
	£3.87	The Factory Shop	Decorations
	£25.00	Prestige	Tablecloth cleaning
	£2.70	OM News	Milk CT Social Club
	£3.49	OM News	Coffee CT Social Club
	£2.99	The Little Card Shop	Volunteer exp
	£40.00	Wickes	Varnish re Strand Wharf
	£48.28	Screwfix	Decorating materials
	£1.50	OM News	Milk
	£8.20	Tesco	Refreshments
	£40.00	Wickes	Varnish re Strand Wharf
	£11.99	Zoom	Subscription
	£3.15	OM News	CT Social biscuits
	£2.75	Tesco	Biscuits etc
	£145.80	Wickes	Decorating materials
	£55.43	Toolstation	Decorating materials

	£35.00	Marc Allen	Transport CT trip
	£2.20	The Factory Shop	Balloons
	£26.14	UK Picture Framing Supplies	Picture framing accessories
	£2.25	Tesco	Refreshments

[Agenda](#)

**Councillor Litter Picks**

10 sets of equipment are available from Leigh Town Council office. Includes:

- LTC hi-vis jacket
- Litter picker
- Hoop
- Bin bags

May want to use their own gloves.

Rubbish can be left by regular bins, if separating into pink and black sacks can be left on kerbside.

Information required before pick

Councillor Name	
Location of litter pick	
Time and Date of litter pick	
Accompanied by (if applicable)	
Health and Safety info read	<i>Tick yes</i>
Equipment checked out (date)	<i>Tick yes</i>

Information required after pick

Councillor Name	
Location of litter pick	
Man-hours completed	
Total bags collected	
Any issues	
Equipment returned (date)	

This information would need to be collated for all councillors and sent to Tony Little at the end of the calendar month. [TonyLittle@southend.gov.uk](mailto:TonyLittle@southend.gov.uk)

[Agenda](#)