



Leigh-on-Sea Town Council  
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**Chairman:** Cllr Bernard Arscott | **Vice Chairman:** Cllr Sandra McCurdy

**Town Clerk:** Helen Symmons *PSLCC*



Members are hereby summoned to attend an extra council meeting  
of Leigh-on-Sea Town Council on  
**Wednesday 13<sup>th</sup> September 2023** in Leigh Community Centre,  
71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**.

Michael Letch  
Locum Clerk  
8<sup>th</sup> September 2023

**Any member who is unable to attend the meeting should send their apologies to the Council Office.**

#### **AGENDA / BUSINESS TO BE TRANSACTED**

1. CHAIRMAN AND HOUSEKEEPING ANNOUNCEMENT
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 COUNCIL MEETING ON 25th JULY 2023
5. PUBLIC REPRESENTATIONS (on agenda items)
6. PUBLIC QUESTIONS (for which written notice has been received)
7. QUESTIONS FROM COUNCILLORS (for which written notice has been received)

8. SOUTHEND CITY COUNCIL

This is an agenda item inviting Southend City 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.

9. TOWN CLERK'S REPORT  
No update this month

**COMMITTEES / PDGS AND REPRESENTATIVE REPORTS**

10. COMMITTEES

To receive the Minutes of Committees for 2022/23, presented by the Committee Chairman.

- a) Planning, Licensing and Highways Committee –
- b) Community & Culture Committee  
No meeting
- c) Finance and Governance Committee  
Meeting 31<sup>st</sup> July - To receive the minutes if available.
- d) Staffing Committee – To receive the minutes if available.

11. STRATEGIC PLAN PDG

No report

12. YOUTH PROVISION PDG

No report

13. REPRESENTATIVE REPORTS

No report

**OTHER DECISION ITEMS**

14. MOTION SUBMITTED BY CLLRS HART AND BOWRY- REVISIONS TO STAFF HANDBOOK

15. MOTION SUBMITTED MY CLLRS HART AND MULRONEY– VOTE OF NO CONFIDENCE.

16. DISPOSABLE VAPES

The council will consider offering its support to the campaign to ban disposable vapes.

17. BUS ROUTE

Draft letter to follow.

18. TO NOTE THE COMPLETION OF THE EXTERNAL AUDIT AND APPROVE PUBLICATION.

The review of the AGAR has been completed by PKF Littlejohn LLP. In their opinion, the information provided 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. [A Notice of conclusion of audit](#) was published on the website on 3rd August 2023.

19. TO APPROVE EXPENDITURE

<b>Cheque</b>	<b>Expenditure</b>	<b>Payee</b>	<b>Purpose</b>
		<b>Expenditure - Cheques</b>	
BK TRS	£1246.76	Southend City Council	Rent for LCC
BK TRS	£274.93	DJE Creative	LTC Flag & Allotments sign

BK TRS	£1740.00	Underhill Tree Consultancy	Tree survey allotments
BK TRS	£319.48	The Montine Food Company Ltd	Café supplies
BK TRS	£57.93	Amazon	Stationery & extension lead
BK TRS	£57.26	Viking Direct	Stationery
BK TRS	£28000.00	Payroll	July payroll
BK TRS	£1900.00	Mashfords Gardening & General Maintenance	Hanging baskets & Skate Park grass cutting
BK TRS	£51.19	Amazon	LCC maintenance items
BK TRS	£820.00	The Art Ministry	Easter & Coronation crafts and LTC Grant Award
BK TRS	£218.99	The Montine Food Company Ltd	Café supplies
BK TRS	£109.16	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£1446.98	Turtle Engineering Ltd	2 x Bleed kits and cabinets (sponsored by Davis Construction)
BK TRS	£275.00	Entertainer	Punch & Judy Shows
BK TRS	£3471.13	Zurich Municipal	Annual insurance premium
BK TRS	£20.34	Staff member	Reimburse for Lucky Dip sweets
BK TRS	£654.00	PFS Group Ltd	Emergency lighting remedial works
BK TRS	£192.00	Evac + Chair Intl	Maintenance contract
BK TRS	£16.99	Amazon	Strand Wharf maintenance
BK TRS	£110.00	Verde	Coffee supplies
BK TRS	£309.60	Tormax UK Ltd	Automatic doors maintenance
BK TRS	£189.36	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£164.95	Hometech Centre Ltd	Works related to internet connection
BK TRS	£66.00	Kieran Lucas Contractors Ltd	Callout to Strand Wharf bollard
BK TRS	£144.55	The Montine Food Company Ltd	Café supplies
BK TRS	£7200.00	Close Invoice Finance Ltd (Southern Asset Mngmt)	Structural testing of lighting columns
BK TRS	£280.00	Southend Estuary District Explorer Scouts	Minibus hire Community Transport
BK TRS	£69.18	Couno Office Solutions	Photocopying
BK TRS	£168.00	Hirer	Room hire refund
BK TRS	£51.98	Amazon	Weedkiller Skate Park
BK TRS	£19.93	Mark One Hire	Acrow prop hire
BK TRS	£1638.00	PKF Littlejohn LLP	External audit fee
BK TRS	£166.32	James Todd & Co Ltd	Payroll processing
BK TRS	£54.00	Hirer	Refund hall hire
BK TRS	£105.00	J Milne	Baked goods café
BK TRS	£36.00	Secom plc	Call out alarm

BK TRS	£774.08	The Montine Food Company Ltd	Café supplies
BK TRS	£180.00	Southend City Council	Premises licence annual fee
BK TRS	£7671.00	Kieran Lucas Contractors	Various works at LCC re steel column and minor repairs
BK TRS	£429.55	British Telecom	Btnet broadband
		<b>Expenditure – Imprest Items</b>	
	£16.10	Tesco	Café supplies
	£10.65	Tesco	Café supplies
	£11.60	Tesco	Café supplies
	£12.99	Zoom Communications	Subscription
	£169.02	Makro	Café supplies
	£11.85	Tesco	Café supplies
	£2.50	Best wishes	Volunteer card
	£6.25	The Factory Shop	Lucky dip
	£21.35	Tesco	Café supplies
	£48.28	EE	Mobile broadband
	£16.25	Tesco	Café supplies
	£453.01	Makro	Café supplies
	£9.95	The Factory Shop	Office items
	£12.99	Canva	Subscription
	£12.99	Zoom Communications	Subscription
	£12.99	Canva	Subscription

**FOR NOTING / CONSIDERATION**

20. TO CONSIDER ITEMS FOR A FUTURE PDG

21. COUNCIL BANK ACCOUNT BALANCES AS AT 5<sup>TH</sup> SEPTEMBER 2023

Current Account	£14,922.39
Imprest Account	£947.03
Payroll Account	£10,475.06
Savings Account	£204,725.04
Public Sector Deposit Fund	£542,246.85

Cllr Suttlings has completed the reconciliation checks for April, May, and June, with July and August in hand.

Cllr B Arscott has commenced the finance check for the first quarter, but it is yet to be completed.

DATE OF NEXT SCHEDULED MEETING: Tuesday 28<sup>th</sup> November 2023

## **DISCIPLINARY AND APPEALS PANELS - PROPOSED AMENDMENTS TO THE STAFF HANDBOOK**

The Proposer and Seconder of this motion wish to advise Council, lest there be any doubt, that they are not part of any group on the Council and act independently of any group or each other. This motion however, is common ground between them.

We are mindful that actions against staff have a detrimental effect on those involved in terms of their wellbeing and morale and it is the duty of the Council (the Staffing Committee) to ensure that any member of staff subject to such action is given full support for their wellbeing during the process. There will also be consequent effects on other members of staff and the operation of the Council and Community Centre and the livelihood of its users. It is in the best interests of all that such processes should be dealt with swiftly and above all fairly.

### **MOTION IN RESPECT OF PROPOSED AMENDMENTS TO THE STAFF HANDBOOK IN RELATION TO ACTION AGAINST THE TOWN CLERK OR OTHER MEMBER OF STAFF**

To refer consideration of amendments to the Staff Handbook outlined below for the protection of the office of the Town Clerk and any incumbent thereof and all staff members, to all councillor working party for consideration and report back with recommendations.

#### **Background**

The Staff Handbook rules that if the Town Clerk is the subject of any disciplinary/appeal consideration which may lead to suspension or dismissal, the matter is initially dealt with by the Staffing Committee. Complaints against other members of staff are initially dealt with by the Town Clerk but may eventually also come before the Staffing Committee. The procedure below should be considered as an amendment to the Staff Handbook in both instances.

Difficulties arise if any members of the Staffing Committee are the source of the action against the Town Clerk or other member of staff, as an inbuilt bias has been created.

The Working Party is tasked with considering the following changes to the Staff Handbook and any consequential policies of the Council.

1. Where a member of the Staffing Committee is party to the compilation and prosecution of a case against either the Town Clerk or a member of staff which would fall to be considered by that Committee, they shall declare a disclosable interest and leave the meeting. If by virtue of this exclusion the meeting becomes inquorate (less than 3) the matter shall be referred immediately to the Finance and Governance (F&G) Committee without comment. No member of both Staffing and F&G Committees shall take part in any F&G consideration by virtue of their disclosed interest.
2. If, however, any residual member of F&G was also party to the complaint against the Town Clerk or a member of staff they shall declare a disclosable interest and leave the meeting. If the meeting, then becomes inquorate (less than 3) the matter shall stand referred immediately to Council without comment.
3. At Council all members of Staffing and F&G Committees who have declared a disclosable interest are precluded from taking part in the proceedings and shall leave the meeting as shall any residual member who was party to the complaint and who shall declare a disclosable interest. If the Council is then inquorate (less than 3) the matter shall stand referred without comment immediately to an independent external adjudicator whose decision will be final, after hearing from all members of the Council, staff and potential external witnesses and subject to any appeal.
4. As a result of a referral to an independent adjudicator and to enable full participation, the substance of any disciplinary action will be disclosed to all members of the Council not privy to the complaint, in confidence to enable them to respond meaningfully.

Proposer – Cllr Alan Hart

Seconders –

Cllr David Bowry

Cllr Carole Mulroney

Cllr Carole Mulroney

Independent non-party councillors.

**Notice of Motion - Vote of no confidence in the leadership of Leigh Town Council and Removal of Leader and Chairmen of Committees**

That, in the light of the incompetence of the leadership of this Council in failing to attend properly to Council business, failing to arrange Standing Committees, behaviour towards staff and the lack of any evident action or concern for the enrichment of the lives of the residents of Leigh since taking office in May,

a) this Council has no confidence in the current Leader of the Council or Chairs of the Standing Committees and therefore resolves to remove those persons from any and all of those posts and elect a new Leader and Chairs.

b) this Council elects a new Leader and Chairs of Standing Committees forthwith who shall be charged with immediate progression of all outstanding matters and preparation of a programme for the future work of the Council and committees by September 30th, 2023, to be presented at an Extraordinary meeting of the Council in the first 2 weeks of October 2023.

Proposer Cllr Alan Hart

Secunder Cllr Carole Mulroney

## **Possible discussion items for a PDG**

Information boards or plaques throughout the old town and possibly Broadway.

Plaques to give local history clips i.e., Strand Wharf would include Elisabeth's spies and perhaps the pilot service that operated from Leigh. Other boards could give history of John Wesley preaching and the English fleet coming to Leigh to refit after a battle with the Dutch. We could have big boards and some small ones on individual buildings with local history. Information on vessels built in Leigh, or what the building has been.

A statue or character to promote Leigh's Maritime history. Most seaside ports and harbours have something like this.

Parking display signs to alert drivers that there are no spare parking places in the Old Town. There by preventing unnecessary transiting of the old town. Like at Southend directing visitors to nearby parking.

Pay or employ a contactor or gardeners to mow Cliff gardens.

Promote wildflowers by seeding on Belton Hills approaches to Two Tree Island and Cliff gardens in pre-selected areas. (Not expensive).

Look at the possibilities of Leigh lights parade.

Develop the format we had this year for carols in the library gardens, possibly a second venue at Bonchurch park.

Look at Carols on strand wharf or a new site, Bonchurch Park?

Ask Belfairs school band to play at the event.

As there will be no regatta possible an introduction of a "festival of the sea". Bring in a few boats to show to the public.

Create a heritage trail.

Organise a Leigh Litter pick twice a year? Make a big thing of it hot dogs and burgers after at the community centre or other site on completion.

We need more and some new litter bins.

Look at planters in selected areas to brighten outlook.

Wheelchair swing for library gardens or Bonchurch park.

Look at the reintroduction of farmer's market after interest shown by potential stall holders.

Host a meeting with Leigh traders, invite city councillors to attend to discuss working together.

By doing these things we can try and create a community spirit and have some fun. We can not do them all but we can select what is possible.