



# Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert  
Vice Chairman: Cllr Syrie Cox  
Town Clerk: Paul Beckerson



## MINUTES OF A MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.30PM ON WEDNESDAY 10<sup>th</sup> DECEMBER 2014 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Richard Herbert (Chairman), Margaret Cotgrove, Syrie Cox, Geoff Crawford, Donald Fraser, Jerry Holden, Pat Holden, Paul Lawrence, Valerie Morgan, Carole Mulroney, Caroline Parker, Patsy Ryan, David Stanley and Jane Ward

Also in attendance: Paul Beckerson (Town Clerk), 1 member of the public (until Min 81)

Prior to the meeting there was a talk and prayers which were led by Father Kevin Hale of Our Lady of Lourdes

### ***The meeting opened at 7.30pm***

#### 74. CHAIRMAN'S OPENING REMARKS

The Chairman gave thanks to all Councillors and Staff involved in the Leigh Lights Event which had been a tremendous success. The Consultation for changing the Structure of the council had been sent out to all Councillors for comment.

#### 75. DECLARATIONS OF INTEREST

There were none

#### 76. APOLOGIES FOR ABSENCE

Cllrs Mark Bromfield and John Wren

#### 77. PUBLIC QUESTIONS

A question was asked regarding the £50,000 allocated in the General Purposes Budget, the Chairman replied that the discussions were on-going and nothing had been decided.

#### 78. QUESTIONS FROM COUNCILLORS

There were none.

#### 79. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of 12<sup>th</sup> November 2014 were agreed as a correct record and signed by the Chairman with one amendment in Minute 71, third and fifth paragraph, delete 'the' before 'maximum' and insert 'up to a'.

#### 80. MOTION TO SUSPEND STANDING ORDER 10

The Chairman proposed that SO 10 be suspended to allow a motion to be put without the required notice: Proposed Cllr Richard Herbert; seconded Cllr Donald Fraser.

Council **RESOLVED** to suspend SO 10.

81. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

That in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SOs. 3(d) and 24(a) - (staffing))

***Start of confidential business***

82. PAYMENT OF GRATUITY TO CARETAKERS FOR UNSOCIAL WORKING HOURS

It was proposed that a gratuity of £100 each be paid to the two caretakers building the disabled ramp in the Lower Hall during the night. Proposed Cllr Richard Herbert; seconded Cllr Syrie Cox.

Council **RESOLVED** to approve the payments to be taken from the Staffing Budget.

***End of confidential business***

83. CHANGE TO CALENDAR OF MEETINGS – LCC Committee – Officer's Report

It is proposed that after the meeting of 7<sup>th</sup> January 2015 that future meetings be held on the last Wednesday of each month commencing on 28<sup>th</sup> January 2015. This will considerably assist the Town Clerk re the production of minutes for the Council agenda.

The Town Clerk proposed a change from last Wednesday to 4<sup>th</sup> Wednesday of the month.

Council **RESOLVED** to agree the change to the Calendar of Meetings as amended.

84. COMMITTEES

- a. Planning and Licensing Committee – The minutes of the meetings of 11<sup>th</sup> and 25<sup>th</sup> November were **noted**.
- b. Allotments Committee – The minutes of the meeting of 19<sup>th</sup> November 2014 were **noted**.
- c. Leisure, Foreshore and Environment Committee – The minutes of the meeting of 20<sup>th</sup> November 2014 were noted.
- d. Finance and General Purposes Committee – The minutes of the meeting of 2<sup>nd</sup> December 2014 were **noted** with the exception of minutes 110,118,122 (separate agenda item) and 125.

i. Minute 110 PERSONNEL SUB-COMMITTEE MINUTES 21<sup>st</sup> NOVEMBER 2014

Minute 19 – Staff Handbook – Report 2441/PB (Appendix 1 to the PSC Agenda)

The Committee **RECOMMENDED** the Staff Handbook for adoption by Council subject to vetting by Vine HR regarding any changes in the law, followed by a regular review by Vine HR.

Council **RESOLVED** to agree the recommendation.

Minute 20 – Code of Conduct Complaints Procedure – Report 2439/PB (Appendix 2 to the PSC Agenda)

The Committee **RECOMMENDED** the adoption to Council of the additional Term of Reference 4 to TR9.

That membership of the Sub-Committee will require the members to undertake training in Employment Law and Human Resources as soon as possible after their appointment as a member of the Sub-Committee, or in an election year within two months of joining the Council. A commitment will also be required to undertake refresher training as appropriate.

Council **RESOLVED** to agree the recommendation.

The Committee **RECOMMENDED** to Council that the Town Clerk arrange an Employment Training session for all members to be held at the LCC and funded from the Councillor Training Budget to ensure all members are cognisant of their responsibilities as employers.

Council **RESOLVED** to agree the recommendation.

The Committee **RECOMMENDED** to Council that the Code of Conduct Complaints by Staff about Members Procedure as set out in the report is adopted and that the Town Clerk produces a flow diagram of how the various complaints procedures work together.

Council **RESOLVED** to agree the recommendation.

ii. Minute 118 – LCC VAT PARTIAL EXEMPTION REPORT – Officer's Report

The Committee **RECOMMENDED** to Council that HMRC be paid the £16,622.18 due and to take this from reserves.

Council **RESOLVED** to agree the recommendation.

iii. Minute 122 - TO NOTE INCOME AND APPROVE EXPENDITURE SINCE THE LAST MEETING

Council **RESOLVED** to **note** the income and **approve** the expenditure.

85. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

That in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SOs. 3(d) and 24(a) - (staffing)

***Start of confidential business***

iv. Minute 125 – STAFFING REVIEW – Report 2446/PB (Confidential Appendix 1 to the F&GPC agenda)

The Committee **RECOMMENDED** to Council that a Part Time Financial Administrator be recruited at a cost of 2014/14 £3219.24 and 2015/16 £10,440.48 respectively.

Council **RESOLVED** to agree the recommendation.

The Committee **RECOMMENDED** to Council that a Part-Time Committee Clerk be recruited at a cost of 2014/15 £983.43 and 2015/16 £4,020.21 respectively.

Council **RESOLVED** to agree the recommendation.

The Committee **RECOMMENDED** to Council that the Committee Structure and meeting frequency be reviewed urgently.

Council **RESOLVED** to agree the recommendation.

The Committee **RECOMMENDED** to Council that an Assistant Clerk be appointed from within the existing staff and that thought be given to appropriate training for the role – CiLCA or equivalent at a cost of 2014/15 £401.13 and 2015/16 £1,604.53 respectively.

Council **RESOLVED** to agree the recommendation.

***End of confidential business***

v. Minute 121 – DRAFT COUNCIL BUDGET 2015/16

The F&GP Chairman clarified the position as regards F&GPC minute 121. The motion was not valid because F&GPC had resolved to agree the GP Budget at its meeting on 4<sup>th</sup> November 2014 so under SO 8 which does not permit a reversal of a decision within 6 months it could not be taken.

The Council when it is considering the recommended budget with the exception of the Allotments budget already agreed by Council can amend any detail within it.

The Town Clerk undertook to bring a protocol document to the next F&GPC outlining clearly how the budget process should be conducted in future.

86. Leigh Community Centre Committee – The minutes of the meeting of 3<sup>rd</sup> December 2014 were **noted**

87. FINANCIAL REPORT – Report 2445/1&E

The item had been taken earlier in the agenda

***The meeting closed at 8.40pm***