



Leigh-on-Sea Town Council

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Chairman: Cllr Jane Ward
Vice Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

MINUTES OF A MEETING LEIGH-ON-SEA TOWN COUNCIL
7.30PM, TUESDAY 20TH MARCH 2018
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Valerie Morgan (Chairman), Jill Adair, Mark Bromfield, John Duprey, Anita Forde, Patrick Fox, Jill Healey, Richard Herbert, Fr. Clive Hillman, Carole Mulroney, Declan Mulroney, Caroline Parker and Vivien Rosier

Also in attendance: Helen Symmons (Town Clerk)

Prior to the meeting, Chief Inspector Neil Pudney, the Southend District Police Commander was introduced to Councillors and spoke about his role.

The meeting opened at 7.30 pm

110. CHAIRMAN'S OPENING REMARKS

The Vice Chairman of Council welcomed everyone to the meeting and reminded all that it was the last full Council meeting of the administration year. Members were asked to start thinking about which Committees that they would like to be appointed to in 2018/19. The appropriate housekeeping notices were made.

111. COUNCILLOR RESIGNATION – **Agenda item 2**

The Council wished to recognise the long and distinguished service of Donald Fraser, being one of the 'founding fathers' of the Council. Following a proposal the Council **RESOLVED** to rename the Lower Hall of the Community Centre as the Donald Fraser Hall with a commemorative plaque to be unveiled at the Annual Town Meeting. It was further **RESOLVED** that with effect from the Annual Town Meeting 2019 there would be a 'Donald Fraser Volunteer of the Year' award.

The Town Clerk will undertake the formalities of declaring the casual vacancy in the Herschell Ward.

112. APOLOGIES FOR ABSENCE

Cllrs Ron Owen and Jane Ward

113. DECLARATION OF MEMBERS' INTERESTS

Cllr C Mulroney declared a non-pecuniary interest in Agenda items pertaining to Leigh Community Centre and the Skatepark as a Southend Borough Councillor (Southend Borough Council are the landlords for these assets).

114. APPROVAL OF THE MINUTES OF THE MEETING OF 16TH JANUARY 2018

The Minutes of the meeting 16th January 2018 were agreed and signed by the Chairman as a true and accurate record.

115. PUBLIC REPRESENTATIONS – **Agenda item 6**

Members discussed report 2684 with clarification provided by the Town Clerk and Cllr C Mulroney as the Council's representative to the Fisheries Local Action Group. There was a consensus that agreeing to the request would show the support of Leigh-on-Sea Town Council to the Port Area.

Following a proposal Council **RESOLVED**:

- a) That Leigh-on-Sea Town Council supports the preparation of a spatial plan for Old Leigh as proposed in report 2684 and is prepared to act as the applicant for NTFLAG funding in this respect.
- b) That the Town Clerk be authorised to work with NTFLAG on progressing the project.
- c) That a sum not exceeding £5,000 be allocated to this project being 25% of the overall cost, the remainder being met from NTFLAG funding.
- d) That the sum of £2,000 from the Neighbourhood Plan budget head and £3,000 from Council reserves be allocated for this purpose.

116. SOUTHEND BOROUGH COUNCIL

Cllr Carole Mulroney as a Borough Councillor reported that work was commencing shortly on Belton Hill steps and that recently the Borough had set aside £410m for sea defences from Leigh to Shoebury and that it had been stressed that Two Tree Island needed to be included and work undertaken fully. Cllr Mulroney further clarified that the historic graffiti stones from the Cliff Gardens area will be returned once construction completed.

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

There were none

COMMITTEES

118. COMMITTEE VACANCIES

It was **NOTED** that a vacancy also existed on Community Facilities Committee.

The Council **RESOLVED** that these vacancies remain unfilled at this time.

119. COMMITTEES – **Agenda item 10**

To receive Minutes of Committees and Report 2684/Payments List

- a) Planning, Highways & Licensing Committee – Cllr Healey presented the minutes of 23rd January, 13th February, 27th February and 13th March 2018.

There were no recommendations to Council from the minutes. An explanation was provided with regard to minute 215 with regards to Southend Borough Council's refusal of the application.

- b) Community Facilities Committee – Cllr C Mulroney presented the minutes of 6th February 2018

There were no direct recommendations to Council from the minutes.

- c) Environment & Leisure Committee – Cllr Morgan presented the minutes of 20th February 2017.

There were no direct recommendations to Council.

- d) Policy & Resources Committee – Cllr D Mulroney presented the minutes of 6th March 2018 excluding minute 87, 89, 90, 96, 99 and 106 as included as separate agenda items.

RECOMMENDATIONS TO COUNCIL:

- Minute 87 – P&R Action Plan – See Minute 120
- Minute 89 – Review of Risk Register – See Minute 121
- Minute 90 – Council Governance of Staffing Matters – See Minute 122
- Minute 96 – EMR of E&L and CFC – See Minute 123
- Minute 99 – LCC repair project fund – See Minute 124
- Minute 104 – Approve Expenditure (Report 2684/Payments list)

Council **RESOLVED** the expenditure as per the payments list which was signed by the Chairman

- Minute 106 – EMR of P&R – See Minute 123

DECISION ITEMS

120. COMMITTEE ACTION PLANS – **Agenda item 11**

The Council **RESOLVED** to adopt the reviewed combined plans.

121. ADOPTION OF REVISED RISK REGISTER – **Agenda item 12**

The Council **RESOLVED** to adopt the Register following the annual review by P&R Committee.

122. STAFFING COMMITTEE – **Agenda item 13**

The matter was discussed and recognised that as it was advice from EALC, the Council felt that they should take heed.

Following a proposal, the Council **RESOLVED** to delete 'Meetings of the Committee will be held without press or public present and without public notice as the content of discussions falls under Standing Order 24'. A motion to exclude Press & Public would be made if appropriate at the time.

The Committee **RESOLVED** to appoint a Staffing Committee with the Terms of Reference as suggested following the amendment. This Committee will be with effect from the May Annual Council Meeting.

123. EARMARKED RESERVES OF COMMITTEES AND CAPITAL RESERVES OF COUNCIL – **Agenda item 14**

The Council **RESOLVED** to approve the movements to Earmarked Reserves and Capital Reserves at the year-end as per the Committees' recommendations.

124. LCC REPAIR PROJECT FUND – **Agenda item 15**

Cllrs Duprey and Parker left the meeting

The matter was discussed at great length and then following a proposal Council was moved to a vote.

The Council **RESOLVED** a repair budget for Leigh Community Centre of £389,984.63 to undertake the Phase 1 repair works identified in Appendix 7 (Report 2683B) and that the budget for this is to be funded to a separate project fund as detailed in the agenda item.

125. DISPOSAL OF ASSETS – **Agenda item 16**

The Council **RESOLVED** to dispose of the assets as recommended in the agenda.

126. FISHERIES LOCAL ACTION GROUP – **Agenda item 17**

Council **NOTED** the consultation but felt it did not need to respond.

127. GOVERNANCE STATEMENT – **Agenda item 18**

The Chairman read each accounting statement with members reviewing the specific control measures.

Statement 1 – The Council has put in place arrangement for effective financial management during the year and for the preparation of the accounting statements with specific control measures.

The Council **RESOLVED** Statement 1

Statement 2 – The Council has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness with specific control measures.

The Council **RESOLVED** Statement 2

Statement 3 – The Council took all reasonable steps to assure itself that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.

The Council **RESOLVED** Statement 3

Statement 4 – The Council has provided proper opportunity during the year for the exercise of electors' rights in accordance with requirements of the Accounts and Audit Regulations.

The Council **RESOLVED** Statement 4

Statement 5 – The Council has carried out an assessment of the risks facing the Council and have taken appropriate steps to manage these risks, including the introduction of internal controls and/or external insurance where required.

The Council **RESOLVED** Statement 5

Statement 6 – The Council maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.

The Council **RESOLVED** Statement 6

Statement 7 – The Council took appropriate action on all matters raised in reports from internal and external audit.

The Council **RESOLVED** Statement 7

Statement 8 – The Council has considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after year end have a financial impact on the council and where appropriate have included them in the accounting statements.

Council **RESOLVED** Statement 8

FOR NOTING

128. TOWN CLERK'S REPORT

The Council **NOTED** and thanked the Town Clerk for the comprehensive report.

129. STRATEGIC PLAN UPDATE

Cllr Rosier provided an update following the Strategic Plan Workshop Session in January. The documentation provided would be sent out to Councillors to review and a PDG meeting (at a date to be decided) would be arranged to discuss further.

Cllrs Rosier and Ward were thanked for the work so far.

130. ANNUAL COMMUNITY MEETING

The Council **NOTED** the report.

131. TIMETABLE OF MEETINGS 2018/19

The Council **NOTED** the timetable which will be amended to add a Staffing Committee date in October and presented to Council at the Annual Council Meeting to be resolved.

132. REVIEW OF MEMBERS' INTERESTS

Members **NOTED** the report.

FINANCIAL

133. COPY OF FINAL COUNCIL BUDGET 2018/19

Members received their copies of the Final Council Budget.

CONFIDENTIAL

134. MOTION TO EXCLUDE PUBLIC – THE PUBLIC BODIES (Admission to Meetings) ACT 1960

The Council **RESOLVED** that in view of the confidential nature of the business to be transacted that public and press be excluded to withdraw (SO 3d)

135. GOOD FOR LEIGH AWARDS

Nominations were submitted and the Council **RESOLVED** that four awards would be presented at the Annual Town Meeting.

136. BELFAIRS ACADEMY AWARD

The item was discussed and the Council **RESOLVED** to offer a Leigh-on-Sea Town Council Good Citizenship Award to every school within the Town Council boundary. For any school that wishes to make the award, nominations are to be submitted to the Town Clerk for the Council to make a decision.

The meeting closed at 9.30 pm