



Leigh-on-Sea Town Council



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Chairman: Cllr Valerie Morgan

Vice Chairman: Cllr Jill Healey

Town Clerk: Helen Symmons

MINUTES OF THE MEETING OF THE LCC SUB-COMMITTEE
HELD AT 7.00 PM ON WEDNESDAY 13TH JUNE 2018
AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Valerie Morgan, Carole Mulrone, Ron Owen and Vivien Rosier

Also in attendance: Cllrs Anita Forde, Keith Evans, Helen Symmons (Town Clerk) Hannah Mumford
(Bookings/ Administration Assistant)

The meeting opened at 7.01pm

1. ELECTION OF SUB-COMMITTEE CHAIRMAN

Following a formal proposal (Cllr Valerie Morgan, seconded Cllr Ron Owen), the Sub-Committee **RESOLVED** to elect Cllr Carole Mulrone as Chairman of the LCC Sub-Committee.

2. ELECTION OF SUB-COMMITTEE VICE CHAIRMAN

Following a formal proposal (Cllr Valerie Morgan, seconded Cllr Carole Mulrone), the Sub-Committee **RESOLVED** to elect Cllr Ron Owen as Vice-Chairman of the LCC Sub-Committee.

3. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the meeting and made the appropriate housekeeping announcement.

4. APOLOGIES FOR ABSENCE

Cllrs Jill Healey, Declan Mulrone

5. DECLARATION OF MEMBERS' INTERESTS

Cllr C Mulrone declared a non-pecuniary interest as a Cllr for Southend Borough Council who are the landlords of Leigh Community Centre.

6. TO APPROVE THE MINUTES OF THE MEETING 10TH JANUARY 2018

The minutes were agreed and signed by the Chairman.

7. CONSIDERATION OF REPORT 2693/HS

Report 2693/HS was **NOTED**.

The Sub-Committee discussed the report in detail with the Town Clerk answering Councillor's questions. The Sub-Committee had 3 options presented to them by the Chairman which were, Option 1, to do nothing, Option 2, recommend Revised Idea 1 or Option 3, recommend Revised

Idea 2. (See Appendix 1 of LCC Sub-committee Agenda 13th June, 2018) The Sub-Committee **RESOLVED to RECOMMEND** to CFC Revised Idea 2, which is as follows

- Move the ground floor gents' toilets to the front of the building.
- Demolish existing ground floor gents' toilets are completely and a new extension built, square off the back of the building, enclosing the whole of the rear ground floor space (one storey with flat roof).
- Move Town Clerk's Office to room 9;
- Create access to the Town Clerk's new office via the staircase between rooms 8 and 9 leading in to the back of the existing office;
- Create a small staff room/internal private meeting room to the rear of room 9 with the existing access;
- Provide the existing kitchen area with a door to the rear of the kitchen opening into the back corridor;
- Demolish the existing reception and incorporate the reception window within the existing office;
- Create additional storage area to rear of café.

at a budget of £130,000 financed as detailed in the report.

The meeting closed at 7.32pm