



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)



Chairman: Cllr Jill Healey  
Vice Chairman: Cllr Vivien Rosier  
Town Clerk: Helen Symmons

MINUTES OF ANNUAL COUNCIL MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL  
TUESDAY 14<sup>th</sup> MAY 2019  
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Mark Bromfield, Doug Cracknell, Keith Evans, Anita Forde, Paul Gilson, Alan Hart, Jill Healey, Laura Jordan, Carole Mulroney, Declan Mulroney, Caroline Parker, Vivien Rosier and Mike Wells.

Also in attendance: Helen Symmons (Town Clerk), Abbie Cotterell (Assistant Proper Officer), Valerie Morgan (Chairman until minute 1), Cllr Stephen Aylen (Southend Borough Council) (until minute 9) and 2 members of the public (Until minute 13e).

Prior to the meeting the outgoing Chairman Valerie Morgan made a presentation to Southend YMCA being her chosen charity for her Chairman's Year. She presented them with a cheque for £1060.95 and thanks were received by Syrie Cox, CEO of Southend YMCA.

MINUTES

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

1. ELECTION OF CHAIRMAN

Valerie Morgan took the chair for the first agenda item. There was one nomination for Chairman:

Cllr Jill Healey                      Proposed: Cllr D Mulroney                      Seconded: Cllr Gilson

The Council **RESOLVED** that Cllr Jill Healey be elected as Chairman and the statutory Declaration of Acceptance of Office was signed.

The Chairman thanked Valerie Morgan for all her work over the last year as Chairman and presented her with a Past Chairman's Pin.

2. ELECTION OF VICE CHAIRMAN

There was one nomination for Vice Chairman:

Cllr Vivien Rosier    Proposed: Cllr J Healey                      Seconded: Cllr D Mulroney

The Council **RESOLVED** that Cllr V Rosier be elected as Vice Chairman.

3. REPORT ON DELIVERY OF DECLARATIONS OF OFFICE AND ARRANGEMENTS FOR ACCEPTANCE AT A LATER MEETING IF REQUIRED

All Declarations of Office have been signed.

4. APOLOGIES FOR ABSENCE

There were none

5. DECLARATION OF MEMBERS' INTERESTS

Cllr C Mulroney declared a non-pecuniary interest in Agenda item 17 being a Director of the Leigh Port Partnership and as Vice-Chairman on the FLAG.

Cllr A Hart declared a non-pecuniary interest in any items relating to the Leigh Folk Festival as he sits on the organising Committee and as a volunteer with the Southend YMCA SOS bus.

Cllr C Mulroney declared a non-pecuniary interest as a Southend Borough Councillor.

Cllr K Evans declared a non-pecuniary interest as a Southend Borough Councillor.

6. APPROVAL OF THE MINUTES OF THE MEETING 19<sup>TH</sup> MARCH 2019

The minutes of the meeting 19<sup>th</sup> March 2019 were agreed and signed by the Chairman.

7. TO RECEIVE THE MINUTES OF THE ANNUAL TOWN ELECTOR'S MEETING 22<sup>ND</sup> March 2019

The minutes were received.

8. PUBLIC REPRESENTATIONS

There were none.

9. SOUTHEND BOROUGH COUNCIL

Southend Borough Cllr Stephen Aylen raised concern with regards to 87 Bonchurch Avenue, as it has been abandoned for 12 years. Cllr Aylen would like the support of Leigh Town Council and for the Council to raise this matter with the Borough Council. This will be added to the Planning, Highways & Licensing agenda on Tuesday 11<sup>th</sup> June 2019.

Cllr Aylen has received complaints regarding the number of events in Chalkwell Park. With limited parking available in Chalkwell Park this is causing additional parking stress - it has a knock on effect with residents parking in the surrounding areas. The Chairman advised that Chalkwell Park was not within the Leigh Town Council boundary, so the issue would need to be raised with Southend Borough Council directly.

Cllr Aylen believes that an area for camping within old Leigh during the Leigh Regatta & Folk Festival would add to the experience of the events. Cllr Hart confirmed this was being looked in to for Leigh Folk Festival, but licensing and permits would need to be obtained. Cllr Hart advised that it is hoped that the Leigh Folk Festival will continue to pursue this with Southend Borough Council.

Cllr Aylen has received several complaints from residents with regards to the method of payments required at the Leigh Marshes car park (opposite the Skate Park). There is no cash payment option available, mobile phone payments only. This will be added to the Planning, Highways & Licensing agenda on Tuesday 11<sup>th</sup> June 2019.

***SBC Cllr Stephen Aylen left the meeting***

Southend Borough Cllr C Mulroney informed the Council that there had been no Borough Meetings as yet following the election results.

Cllr C Mulroney has made contact with the portfolio holder and has asked what will be done with regards to the water quality at Bell Wharf beach.

## 10. QUESTIONS FROM COUNCILLORS

There were none.

## 11. TOWN CLERK'S REPORT

The report was noted

## 12. TO CONSIDER WHETHER COUNCIL WISHES TO CO-OPT COUNCILLORS FOR THE VACANCIES POST ELECTION IN HIGHLANDS, THAMES AND HERSHELL WARDS – **Agenda item 12**

Following a proposal (Cllr C Mulroney, seconded Cllr Gilson) Council **RESOLVED** to co-opt Councillors for the vacancies post-election in Highlands, Thames and Hershell wards. A meeting will be held on Monday 10th June at 7.30 pm for this purpose and also to appoint members to vacant positions on Committees if vacancies exist.

COMMITTEES
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## 13. COMMITTEES

To receive Minutes of Committees and Report 2714/Payments List

- a) Planning, Highways & Licensing Committee – Cllr Healey presented the minutes of 26th March, 9th April, and 23th April 2019

There were no recommendations to Council from the minutes.

- b) Staffing Committee – Cllr Healey presented the minutes of 9<sup>th</sup> January 2019

There were no recommendations to Council from the minutes.

- c) Community Facilities Committee – Cllr C Mulroney presented the minutes of 2<sup>nd</sup> April 2019.

There were no recommendations to Council.

- d) Environment & Leisure Committee – Cllr Forde presented the minutes of 16<sup>th</sup> April 2019

There were no recommendations to Council.

Councillors **NOTED** that the amendments below will be recommended additions to the minutes when approved at Community & Culture Committee 18th June 2019 as inadvertently they were omitted from the draft minutes:

**CHRISTMAS LIGHTING INFRASTRUCTURE – COLUMN TESTING – Agenda item 12**

The Committee **RESOLVED** to accept the quotation of £3,500 + VAT with an appropriate movement of Earmarked reserves at the end of the year to cover the full cost.

**LITTER LESS LEIGH**

The Committee **NOTED** that the next meeting date will be published on the Council's website as soon as advised.

- e) Policy & Resources Committee – Cllr D Mulroney presented the minutes of 30<sup>th</sup> April 2019 excluding minute 99, 100, 101, 107 and 110.

- **Minute 99 – Terms of Reference**  
**RESOLVED** that the Community Committee be renamed to the Community & Culture Committee to reflect all aspects of the new Committee's remit

**RESOLVED** that meetings of Planning, Highways & Licensing Committee be held every 3 weeks commencing 21<sup>st</sup> May 2019

Members were advised that the Terms of Reference for the forthcoming Council year were approved at Council 20<sup>th</sup> November 2018 and the recommendations above would be subsequent changes to those Terms of Reference

- **Minute 100** – Review of Financial Regulations  
**RESOLVED** that the reviewed Regulations be adopted
- **Minute 101** – Review of Standing Orders  
**RESOLVED** that the reviewed Standing Orders be adopted
- **Minute 107** – Adjustments to Earmarked Reserves Figure  
**RESOLVED** that the Community Centre Salaries underspend as at 31<sup>st</sup> March 2019 be absorbed into the General Reserve  
**RESOLVED** that the P&R Furniture and Equipment underspend as at 31<sup>st</sup> March 2019 be absorbed into the General Reserve

**2 members of the public left the meeting**

- **Minute 110 – To Approve Expenditure**  
**RESOLVED** that the Council note the account transfers and approve the expenditure in Report 2714/I&E

ACTUAL COMMITTEES
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14. MEMBERSHIP OF COMMITTEES FOR 2018/19 AND ELECTION OF CHAIRMAN AND VICE CHAIRMAN FOR EACH COMMITTEE – **Agenda Item 14**

The following Committees were formed with the following memberships (Ex-officio members indicated \*):

<b>a) Planning, Highways &amp; Licensing Committee</b>	<b>b) Community &amp; Culture Committee</b>
Cllr Doug Cracknell Cllr Anita Forde Cllr Paul Gilson Cllr Jill Healey* Cllr Caroline Parker Cllr Vivien Rosier*	Cllr Keith Evans Cllr Anita Forde Cllr Alan Hart Cllr Jill Healey* Cllr Laura Jordan Cllr Carole Mulroney Cllr Caroline Parker Cllr Vivien Rosier* Cllr Mike Wells
<b>c) Staffing Committee</b>	<b>d) Finance &amp; Governance Committee</b>
Cllr Mark Bromfield Cllr Doug Cracknell Cllr Keith Evans Cllr Jill Healey* Cllr Carole Mulroney Cllr Vivien Rosier* Cllr Mike Wells	Cllr Mark Bromfield Cllr Anita Forde Cllr Jill Healey* Cllr Carole Mulroney Cllr Declan Mulroney Cllr Vivien Rosier*
<b>e) Arts Group</b>	<b>f) Youth Group</b>
Cllr Anita Forde Cllr Paul Gilson Cllr Laura Jordan Cllr Vivien Rosier	Cllr Anita Forde Cllr Laura Jordan Cllr Caroline Parker Cllr Vivien Rosier

<b>g) LTC Magazine Group</b>	<b>h) Friends of Library Gardens Group</b>
Cllr Anita Forde Cllr Carole Mulroney Cllr Caroline Parker Cllr Vivien Rosier Cllr Mike Wells	Cllr Jill Healey Cllr Carole Mulroney Cllr Vivien Rosier

After each Committee selection, the Committee members elected a Chairman and Vice Chairman as follows:

- a) Planning, Highways & Licensing Committee**
  - Chairman Cllr Jill Healey (Proposed Cllr Forde, seconded Cllr Gilson)
  - Vice Chairman Cllr Caroline Parker (Proposed Cllr Rosier, seconded Cllr Healey)
- b) Community & Culture Committee**
  - Chairman Cllr Carole Mulroney (Proposed Cllr Parker, seconded Cllr Wells)
  - Vice Chairman Cllr Anita Forde (Proposed Cllr Rosier, seconded Cllr Healey)
- c) Staffing Committee**
  - Chairman Cllr Mark Bromfield (Proposed Cllr C Mulroney, seconded Cllr Healey)
  - Vice Chairman Cllr Keith Evans (Proposed Cllr C Mulroney, seconded Cllr Bromfield)
- d) Finance & Governance Committee**
  - Chairman Cllr Mark Bromfield (Proposed Cllr Forde, seconded Cllr Healey)
  - Vice Chairman Cllr Declan Mulroney (Proposed Cllr Healey, seconded Cllr Forde)

15. DATES AND TIMES OF MEETINGS – **Agenda Item 15**

The Council **RESOLVED** the dates and times of meetings for 2019/20.

16. INVITATIONS TO APPOINT CO-OPTED MEMBERS TO DESIGNATED PROJECT DEVELOPMENT GROUPS – **Agenda Item 16**

- a) The Council **RESOLVED** to invite the following people to be co-opted members of the Art Group

Kerry Doyland (Artist in Residence) and Jill Adair

- b) The Council **RESOLVED** to invite the following people to be co-opted members of the Youth Group:

Sarah Choudhry, Representative from the Southend YMCA and young people as and when to the appropriate meetings.

- c) The Council **RESOLVED** to invite the following people to be co-opted members of the LTC Magazine Group:

Julie Curtis (Icicle Design)

- d) The Council **RESOLVED** to invite the following people to be co-opted members of the Friends of Library Gardens Group:

Valerie Morgan and Ian Brown (Parks Management Officer at Southend Borough Council)

17. REPRESENTATIVES TO OUTSIDE BODIES – **Agenda item 17**

Following a proposal (Cllr C Mulroney, seconded Cllr Parker) the Council **RESOLVED** to appoint the following representatives to outside bodies for 2019/20:

<b>OUTSIDE BODY</b>	<b>2018/19 REPRESENTATIVE</b>	<b>RESERVE (if applicable)</b>
Public & Passenger Transport Group	Cllr Healey	Cllr Parker
Thames Estuary Partnership	Cllrs Gilson & C Mulroney	
Leigh Port Partnership	Cllr Gilson	
Southend Airport Consultative Committee	Cllr Forde	Cllr Parker
EALC Larger Local Councils Forum	Town Clerk	
EALC Executive Committee	Town Clerk	
Southend Business Partnership	Town Clerk & Cllr C Mulroney	
Southend Standards Committee	Cllrs Bromfield & Healey	
Southend Bio Diversity Committee	Cllr D Mulroney	
SAVS	Cllrs Forde & Rosier	
Fisheries Local Action Group	Cllrs Gilson & C Mulroney	
Leigh Coastal Communities Team	Cllrs Gilson & C Mulroney	
Police & Fire Conference	Chairman & Cllr Evans	
Veolia Community Group	Cllrs Forde & Hart	
Local Community Police Meeting	Chairman & Cllr Cracknell	

<b>OTHER ANNUAL BUSINESS</b>
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**18. RESOLUTION OF TOWN COUNCIL TO EXERCISE THE GENERAL POWER OF COMPETENCE – Agenda Item 18**

Leigh-on-Sea Town Council **RESOLVED** to pass a resolution under paragraph 1 meeting the conditions set out in paragraph 2 of the schedule in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 No. 965 in exercise of powers conferred by sections 8(2) and 235(2) of the Localism Act 2011

**19. REVIEW OF COUNCIL'S COMPLAINTS PROCEDURE – Agenda Item 19**

The Council **RESOLVED** to adopt the Complaints procedure.

**20. REGISTER OF MEMBERS' INTERESTS - Agenda Item 20**

The Council noted that these must be delivered to the Town Clerk by 31<sup>st</sup> May to ensure they are notified to the monitoring officer at Southend Borough Council within 28 days of taking office.

**21. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT – Agenda Item 21**

The Council **RESOLVED** to approve the current inventory

**22. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS – Agenda Item 22**

The Council **RESOLVED** to confirm the arrangements. The budget for 2019/20 is £6,700 for the Council cover and £2,800 for LCC cover. No significant amendments are expected to be made at the August review.

**23. REVIEW OF COUNCIL'S PUBLICATION SCHEME IN RESPECT OF OBLIGATIONS UNDER FREEDOM OF INFORMATION & DATA PROTECTION LEGISLATION – Agenda Item 23**

The Council **RESOLVED** to adopt the Publication Scheme.

24. REVIEW OF COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA – **Agenda Item 24**

The Council **RESOLVED** to adopt the Policy.

25. TO AUTHORISE PAYMENT OF ANNUAL SUBSCRIPTIONS, CONTRACTS AND LICENCES IN ACCORDANCE WITH INTERNAL FINANCIAL REGULATIONS EITHER BY VARIABLE DIRECT DEBIT, BANK TRANSFER OR CHEQUE – **Agenda Item 25**

The Council **RESOLVED** to confirm the payments and approve the use of direct debit and bank transfer methods.

26. TO NOMINATE COUNCILLORS TO SIGN CHEQUES AND SALARY PAYMENTS ON BEHALF OF THE COUNCIL – **Agenda Item 26**

The Council **RESOLVED** to appoint Cllrs: Doug Cracknell & Keith Evans as signatories (Proposed: Cllr D Mulroney, Seconded: Cllr Gilson)

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN
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27. ANNUAL GOVERNANCE STATEMENT 2018/19 – **Agenda item 27**

Having considered the findings of the review 19<sup>th</sup> March 2019 and resolving each governance statement individually at that meeting, the Council **RESOLVED** to **APPROVE** Section 1 Annual Governance Statement, with the Chairman and Town Clerk signing the document immediately after the resolution.

28. ANNUAL ACCOUNTS- **Agenda item 28**

The Council **RESOLVED** To **APPROVE** the Income and Expenditure Account, Balance Sheet and supporting notes to accounts.

Cllr Wells highlighted a typing error on page 95. The dates will be corrected.

29. ACCOUNTING STATEMENTS 2018/19 – **Agenda item 29**

The Council **RESOLVED** to **APPROVE** Section 2 Accounting Statements together with an explanation of variation of 15% and above and a statement of Income and Expenditure relating to Box 7 and 8 of the return. The Town Clerk as Responsible Financial Officer had certified the statements, and the Chairman signed the document immediately after the resolutions.

FINANCIAL
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30. INTERNAL AUDIT FINAL REPORT 2018/19

The Council **NOTED** the report from Auditing Solutions

31. APPOINTMENT OF INTERNAL AUDITORS – **Agenda item 31**

The Council **RESOLVED** that Auditing Solutions be re-appointed as internal for the year 2019/20 with the scope of work as set out in Appendix 15.

***The meeting closed at 9.22 pm***