



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



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

Notice is hereby given that a meeting of the **COMMUNITY FACILITIES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday 5<sup>th</sup> December 2017** at Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at **7.30 pm**.

## AGENDA

1. CHAIRMAN'S OPENING REMARKS AND HOUSEKEEPING NOTICES
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. TO APPROVE THE MINUTES OF THE CFC MEETING OF 3<sup>RD</sup> OCTOBER 2017
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#) page 4)
7. ACTION PLAN ([Appendix 2](#) page 5)

The next review of the plan is now due. The Town Clerk has undertaken preliminary preparations for the Committee to review and update the Action Plan and **RECOMMEND to P&R Committee**.

## COMMUNITY FACILITIES

### 8. STRAND WHARF – **DECISION ITEM**

The Traffic Regulation Order has finally been advertised and comments were to be provided to SBC no later than 8<sup>th</sup> November 2017. The Town Clerk will liaise with all relevant parties with regard to the final completion of the lease.

The flag pole needs repair work undertaken and quotes are being obtained.

It is **RECOMMENDED** that the Committee authorise the Town Clerk in consultation with the Chairman to accept the most favourable quote within the Strand Wharf maintenance budget.

### 9. SKATE PARK

A Leisure Development Sub-Committee meeting will be taking place early in the new year to report on progress and quotations received.

<b>COMMUNITY CENTRE</b>
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10. ARTS GROUP REPORT – 2668/VR ([Appendix 3](#) page 8)
11. REPORT ON ADMINISTRATION – 2667/HM ([Appendix 4](#) page 10)
12. FACILITIES MANAGER'S REPORT

The annual Energy Certification has now been received and the Community Centre's energy performance operation rating has improved significantly. This is due to a combination of energy mindfulness of the staff, the thermostat system installed last year and a change in service providers to ensure value for money services.

13. LORNA & LOTTIE'S REPORT

At the time of agenda preparation, the Town Clerk is still awaiting the 3<sup>rd</sup> quarter figures. These will be advised verbally to the Committee at the meeting.

	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
Turnover	£17,676	£18,514		
Salaries	£9,539	£10,800		
Quarterly surplus	£2,070	£2,017		
Licence fee to LTC	£1,035	£1,008		

14. LCC SUB-COMMITTEE ([Appendix 5](#) page 12)

Due to timings of the receipt of the feasibility study for the Community Centre, the reports were submitted direct to CFC at the meeting 3<sup>rd</sup> October 2017. Following the Committee's resolution (minute 52) a CFC PDG was undertaken to permit full discussion on the reports. A further PDG is to be held following this meeting at which recommendations may be made to be processed through a LCC Sub-Committee.

<b>FINANCIAL</b>
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15. COMMITTEE BUDGET REPORT – 27<sup>TH</sup> NOVEMBER 2017 – ([Appendix 6](#) page 13)
16. COMMUNITY CENTRE INCOME – ([Appendix 7](#) page 16)

Following on from the Community Centre Administrative report, invoiced income details are presented. The Committee may wish to note that Room 5 is the least favourable room. As the popularity of Room 4 has increased, hirers in Room 5 have been disturbed more and more as there is no soundproofing between the inter-connecting doors. Should a refurbishment programme proceed this would be a feature that existing hirers and staff would consider beneficial and would reinstate Room 5 as a more user-friendly room and increase the hiring potential.

<b>CONFIDENTIAL</b>
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17. 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 – SO3(d) – legal

18. OUTSTANDING DEBTOR (Confidential Appendix 1) **DECISION ITEM**

This is the first outstanding issue for 2 years due to the stricter debtor policy in place. However despite considerable staff time spent in trying to resolve the matter, the debtor is now ignoring all forms of communication.

In view of the amount owed, it is **RECOMMENDED** that the Committee authorise the Assistant Responsible Finance Officer to proceed with the first stages of Money Claim Online.



Helen Symmons  
Town Clerk  
30<sup>th</sup> November 2017

Any member who is unable to attend the meeting should send their apologies before the meeting.

**TOWN CLERK'S REPORT - COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2017/18**

Committee	Minute No. and Subject	Completion Status	Completion	Outcome	Forward Action	RO
CFC 06-06-17	15. Lorna & Lottie's	RESOLVED to review licence & service agreement	10-07-17	Reviewed and amended in consultation with Solicitors. Licensee is now in receipt.	NFA. Licence to be renewed February 2018	
CFC 01-08-17	25. LD Sub-Committee minutes	RESOLVED to investigate cost & legality of concrete skate park floor in additional area & community project re ramps		Principles from a landlord perspective seem acceptable subject to applicable statutory consents being obtained.  Other investigations underway i.e. whether planning required, costs of concrete floor, legality of community side of project	Landlords formal consent will be provided when drawing plans and applicable consents provided.  LD Sub-Committee meeting to be called imminently where full report will be given.	TC  EPO
CFC 03-10-17	44. Room Hire Rates	RESOLVED	03-10-17	Letters sent to hirers advising of new rates w.e.f. 01-04-18	NFA	
CFC 03-10-17	46. Facilities Managers Report	RESOLVED temporary solution to the lantern light	03-10-17	Now in place	NFA	
CFC 03-10-17	49. CFC Proposed budget 2018/19	RESOLVED to recommend budget to P&R	03-10-17	Recommended to P&R	NFA	
CFC 03-10-17	51. Arts Group – Artist in Residence	RESOLVED to appoint LATA	03-10-17	New Licence in place.	NFA	
CFC 03-10-17	52. LCC Feasibility Report	RESOLVED not to consider other architects RESOLVED to consider joint refurbishment & repair programme in time with recommendation to P&R with full details	13-11-17	PDG held. Another PDG to be held after CFC	NFA	

## LEIGH TOWN COUNCIL ACTION PLAN 2016-2020 COMMUNITY FACILITIES COMMITTEE

### Strategic Aim TO TAKE PART IN AN OPEN DIALOGUE WITH THE COMMUNITY

Objective	Action	Timescale	Budget	Review	Forward Plan
<p><b>Leisure Development Project</b></p> <p>Engage with the public in the development and implementation</p>	<p>Advertise and enrol suitable local residents and service users to the development and implementation groups</p>	<p>With immediate effect and continuing throughout project</p>		<p>Achieved and continuing</p>	<p><b>Further consultation when appropriate</b></p>
<p><b>Community Centre refurbishment</b></p> <p>Engage with the public in the development and implementation of the future refurbishment</p>	<p>Advertise and enrol suitable local residents and service users to the development and implementation groups</p>	<p>With immediate effect and continuing throughout project</p>		<p>Full consultation of all residents only required if the project has an impact on the precept. A level of consultation recommended with regard to any major restyling</p>	<p><b>Consultation when appropriate and with consideration to the recommendation of DCLG if a PWL is required</b></p>
<p><b>Services</b></p> <p>Communicate plans and aspirations and consult where appropriate to ensure services provided are required</p>	<p>Inform local press of projects at an early stage and implement formal consultations utilising LTC news, website and other media</p>	<p>As appropriate</p>		<p>Undertaken when appropriate</p>	

**Strategic Aim** PROVIDE HIGH STANDARD VALUE FOR MONEY SERVICES

Objective	Action	Timescale	Budget	Review	Forward Plan
<b>Capital Assets</b>					
Maintain and improve particularly skate park, Strand Wharf <b>and paddling pool</b>	Carry out full safety survey of assets and review scheme of regular safety and maintenance checks	Surveys and review to be reported at <del>October meeting</del> <b>April 2018</b>	<b>2017/18 budget being finalised</b>	Operational risk reviews now in place with the next review date of February 2018. Paddling pool has been dredged. FM inspected Bonchurch Park gym. No issues to report to SCB.	<b>Continue promoting these assets</b>
Maximise the utilisation and benefit of existing assets	Continue existing program for CC and further marketing and development by CC administrator.	Ongoing		Strand Wharf now utilised well as is Skatepark although limited promotion until refurbishment finalised.	
	Develop promotion of use of skatepark and Strand Wharf	<del>3 months</del>			
Develop a refurbishment and development plan for Community Centre and to implement these works	<del>Establish a refurbishment group/SC. Review staffing requirements for major projects Professional consultation Finalise business plan utilising intern Develop and finalise scheme of refurbishment Identify and secure funding Implement refurbishment scheme</del>	<del>3 months 3 months As required 6 months 12 months 12 months 3 years</del>	<del>£5000-Used £2000</del>	<del>Sub-committee formed Staffing implemented On going Intern scrapped and budget removed Feasibility report received and internal discussions taking place as the resolution was to consider repair &amp; refurbishment programme combined.</del>	<b>Recommendations asap to be submitted to Council for approval</b>
Leisure Development – consider outdoor activity area		Report October	£2000		

on Leigh Marshes	Establish development group/SC Carry out feasibility study and local survey Review staffing requirements to support and implement scheme	Meeting 3 months To be considered once Skatepark element complete	None at present	Sub-committee formed Skate park is the priority. Refurbishment idea identified. Investigation into scheme in progress. LD Sub-Committee will be held early 2018  Research undertaken – skatepark is priority Staffing in place	Ongoing
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**Strategic Aim** ASSIST AND ENCOURAGE OTHER BODIES TO PROVIDE HIGH STANDARD VALUE

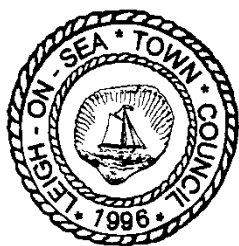
Objective	Action	Timescale	Budget	Review	Forward Plan
Assist with development of other bodies through community engagement and liaison.	Review working arrangements	Ongoing		Ongoing where applicable	

**Strategic Aim** PROMOTE THE BEST NEEDS OF THE TOWN

Objective	Action	Timescale	Budget	Review	Forward Plan
CFC supports work of other committee and Council by providing and maintaining physical assets	Chairman to engage with other Chairmen and report back	Ongoing		Undertaken at Chairmen's Forum	
Interact with SBC		Ongoing			
Consideration of a NHP				Still under consideration	Awaiting emergence of SBC Local Plan

Reviews due ~~December 2017~~ and June and December 2018

No review was undertaken in November 2016, nor February 2017



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## Report 2668/VR

### Arts Group Meeting - 28<sup>th</sup> November 2017

Present: Cllr Vivien Rosier, Graham Davison (Facilities Manager) and Bronwyn Oldham (LAT Project and Legacy Director)

Apologies: Cllrs: Mark Bromfield, Anita Forde and Jane Ward also Helen Symmons (Town Clerk)

**Keys:** Arrangements are in place for a suitable working practice.

**Licence:** This has been formalised for the year's residency

**Rent:** An invoice for the year's rent has been requested and will be sent to LAT shortly.

**Art Wall:** The schedule for the year has been organised. There is a waiting list of local artists and it will be explained to them that they will be put on the list for Nov 2018 onwards. The next Artist in Residence will be asked to accommodate their exhibitions. Cllr Rosier will contact the 4 artists (it has already been explained that there is a waiting list – as there would be for any gallery).

**Wall at the bottom of attic stairs:** The space is to be used for advertising LAT events.

**Labels for Art Wall:** LTC has a label machine but the tape is expensive. Bronwyn/Graham to see if there is a cheaper supplier. It is not possible to stick labels on canvasses and the labels do not leave a mark on the Community Centre walls.

### Children's activities:

- **Arts Award:** Bronwyn is an official Arts Award Moderator and would like to introduce the Arts Award to Leigh's young artists. The LAT legacy fund will cover costs of materials but a room will be needed as the attic space is unsuitable for children. This is something that needs to be discussed further. As far as Bronwyn is aware, no other organization is running the Arts Award for children. This could lead to the Community Centre being an Arts Award centre. Visit [www.artsaward.org.uk](http://www.artsaward.org.uk) for details.
- **Leigh Lights:** LAT ran a workshop and it was very popular. Bronwyn happy to discuss ideas for free workshops for next year with centre staff and LTC (particularly activities for older children)

**Publicity:** Leigh Town Council newsletter now published. The Evening Echo has been sent the same article. An up-date on events could also be included in the next edition of the LTC Newsletter (deadline usually around the end of April for publication at the beginning of June). Also the LTC/LCC website as a communication route – Bronwyn would need to liaise with office staff.

**Footprint stickers:** Non-slip footprint stickers to guide people up the stairs and along the corridor towards the attic entrance – this needs further thought and consideration by Council.

**Hand rail going up the stairs to the attic:** To be installed over the Christmas shutdown.

**Hanging rail under the staircase windows:** To be installed over the Christmas shut down.

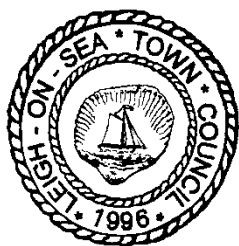


**Legacy ideas:** See handout.

**Hanging rail:** More clips are needed. Bronwyn has some spares that she can use. At the moment there is only one clip for each wire – the idea is that more than one picture can be hung on the same wire.

**Next meeting to be arranged May/June 2018. Mid point review.**

[Agenda](#)



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**REPORT 2667/HM**

## BOOKINGS/ADMINISTRATIVE REPORT

### Facility Usage

Reviewing the average facility usage between January 2016 and December 2017, we have predominantly seen a steady increase month on month; this has been quite evenly spread across all rooms. The break in this pattern occurs in July and August, where most hirers cease the classes over the summer holidays. The figures are as follows;

### HOURS PER WEEK AVERAGE FACILITY USAGE

MONTH	2016	2017	Ave change per week	Ave additional income per week £*
January	27	39	+12	146.40
February	29	32	+3	36.60
March	30	35	+5	61.00
April	26	43	+17	207.40
May	31	44	+13	158.60
June	32	43	+11	134.20
July	20	25	+5	61.00
August	38	31	-7	(85.40)
September	35	42	+7	85.40
October	27	45	+18	219.60
November	35	53.5	+18.5	225.70
December	35	56	+21	256.20

\*Based on average hourly income £12.20

Realistically, LCC has the opportunity to hire out rooms for 74 hours a week (Monday- Friday, 60 hours and weekends 14 hours). Therefore at its present busiest time of hire at 56 hours per week this coming December, the centre will be near to capacity with only 18 hours per week that month available to hire out.

The majority of the unused hours per week are made up of small function rooms on Friday/ Saturday evenings and Sundays. The reason for this is quite simply, there is no market for it. People do not want to hire out smaller meeting rooms Friday evenings or over the weekend, and therefore we will always see this pattern of unoccupied spaces.

Going into the New Year however, we hope to see this unused hour figure decrease as we have twice monthly comedy nights taking place in the Lower Hall, as well as monthly band nights. We also have 2 new monthly bookings from Best for Training and Southend Older Peoples Assembly as well as a new language class and a new fitness class that will be taking place on a Saturday morning. In addition existing customers are taking up more hours during the week.

When we receive a booking for a one-off event such as a party or a wedding, these are more often than not invoiced and paid for well in advance. Invoices for one-off events are generated at the time of confirmation, not on a monthly basis as the regular hirers are. Therefore the Community Centre income for a period may not correspond with the facility usage as it is possible payment has been received in a previous period (for a wedding this could be a year in advance). I have monitored the number of invoices that have been sent for all bookings from April 2017 – November 2017 and a total of **1234 invoices** have been sent compared to the same period in 2016, where **1028 invoices** were sent, which proves the Centre is busier.

Weddings at LCC have the ability to generate a larger amount of income than a regular party booking. This is because we charge for the ceremony (£150.00) as well hiring out the rooms for any time to decorate beforehand (standard hire rate) and “idle time” this is the period between decoration and the start of their event where we cannot hire the room out to a third party because of the decorations (charges to the hirer at 50% of the standard hire rate). There is also the benefit from the bar and cafe commission. Therefore continuing weddings here at the community centre is beneficial.

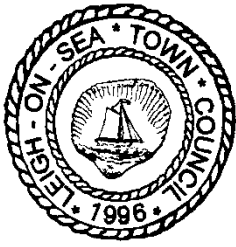
There has been a sharp increase in the number of enquiries being made about holding a wedding here however few have come to fruition as yet.

From Jan – July 2017, 4 enquiries  
From Aug – Sept 2017, 12 enquiries

I believe that if LCC were to be refurbished with a more open and welcoming aspect, we would see the number of enquiries, as well as the number of committed bookings for weddings increase. Any plans to increase the size of the café area and improve kitchen facilities in particular, will help LCC be seen as a desirable wedding venue.

We have had **8** bookings which used the café area since January 2017. One of the main issues with potential hirers is the location of the mens’ toilets. Hirers have communicated that it does not appeal as they would not have exclusive use of the area for their function as members of the public or other visitors to the centre at any time could walk through their event to use the toilets. If the toilets are re-located to the front of the building this would eradicate this problem and make the area a fully usable private function area.

#### [Agenda](#)



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Chairman: Cllr Jane Ward  
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REPORT 2669/HS

## CFC PDG – LCC refurbishment and repair

Present: Cllrs: Carole Mulroney (Chairman), Anita Forde, Patrick Fox, Donald Fraser, Richard Herbert, Valerie Morgan, Declan Mulroney, Ron Owen, Vivien Rosier and Jane Ward

Also: Helen Symmons (Town Clerk) and Graham Davison (Facilities Manager) and two representatives from Johnson Gillies

A presentation was made to the Group by Johnson Gillies in line with the meeting notes submitted to members prior to the meeting. The presentation included the different phases for works that might be undertaken, confirmation that they would produce a pack to the landlords to arrange for any Licence for alterations and that the intention with any project was to phase it to ensure the Centre remains open and usable.

The Chairman then opened up the floor for a question and answer session to Johnson Gillies. During this they confirmed that they would supply further information with regard to the wattage on solar panels and also the maintenance cost of a solar system and cooling system.

Johnson Gillies left the meeting and members undertook major discussion on all aspects of the details received to date.

It was agreed to hold another PDG meeting Tuesday 5<sup>th</sup> December 2017 following the CFC meeting to enable any further ideas to be submitted to the Town Clerk by close of business 28<sup>th</sup> November. These will then be circulated to Councillors.

[Agenda](#)

<b>COMMUNITY FACILITIES BUDGET 2017/18</b>										
<b>INCOME</b>	Budget 2017/18	Income Received	Balance	% Received	<b>EXPENDITURE</b>	Earmarked Reserves	Budget 2017/18	Expenditure	Balance	% Spent
LCC Hire Income	£ 125,000.00	£ 73,327.77	£ 51,672.23	58.66%	LCC Expenditure	£ 43,621.00	£ 114,000.00	£ 39,474.55	£ 118,146.45	34.63%
LTC Premises Contribution	£ 27,000.00	£ 13,500.00	£ 13,500.00	50.00%	LCC Staffing		£ 139,800.00	£ 82,311.01	£ 57,488.99	58.88%
Other Income*	£ 4,175.25	£ 5,620.85	-£ 1,445.60	134.62%	Highways Expenditure	£ 1,331.00	£ 5,300.00	£ 300.00	£ 6,331.00	5.66%
Highways Income	£ 300.00	£ 300.00	£ -		Strand Wharf Expenditure		£ 1,300.00	£ 892.42	£ 407.58	68.65%
Strand Wharf		£ -			Skate Park Expenditure	£ 4,402.00	£ 3,550.00	£ 1,243.79	£ 6,708.21	35.04%
LCC Fundraising		£ 141.94			Skate Park Staffing		£ 4,000.00	£ 2,465.54	£ 1,534.46	61.64%
					Strand Wharf (Capital)	£ 2,276.00		£ 2,880.00	-£ 604.00	
					Paddling Pool	£ 1,659.70	£ 500.00	£ -	£ 2,159.70	0.00%
<b>Total Income</b>	<b>£ 156,475.25</b>	<b>£ 92,890.56</b>	<b>£ 63,726.63</b>	<b>59.36%</b>	<b>Total Expenditure</b>	<b>£ 53,289.70</b>	<b>£ 268,450.00</b>	<b>£ 129,567.31</b>	<b>£ 192,172.39</b>	<b>40.27%</b>

### **STRAND WHARF DETAILED BUDGET 2017/18**

<b>EXPENDITURE</b>	EMR	Budget 2017/18	Income	Expenditure	Balance	% Spent
Strand Wharf Running Costs		£ 50.00		£ -	£ 50.00	0.00%
Maintenance		£ 1,000.00		£ 184.35	£ 815.65	18.44%
Electricity		£ 150.00		£ 115.02	£ 34.98	76.68%
Memorial Plaques/Planters	3634.72	£ 100.00	£ -	£ 593.05	-£ 493.05	15.88%
<b>TOTAL EXPENDITURE</b>	<b>£ 3,634.72</b>	<b>£ 1,300.00</b>	<b>£ -</b>	<b>£ 892.42</b>	<b>£ 407.58</b>	<b>68.65%</b>

COMMUNITY CENTRE DETAILED BUDGET					2017/18						
INCOME	Budget 2017/18	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2017/18	Expenditure	Balance	% Spent	
					CFC 2016/17 Accruals	£ 14,095.00		-£ 3,391.71			
Room Hire	£ 125,000.00	£ 73,327.77	£ 51,672.23	58.66%	Insurance		£ 2,800.00	£ 2,827.35	-£ 27.35	100.98%	
LTC Building Contribution	£ 27,000.00	£ 13,500.00	£ 13,500.00	50.00%	Business Rates		£ 8,000.00	£ 6,151.00	£ 1,849.00	76.89%	
			£ -		Utilities		£ 20,300.00	£ 7,156.53	£ 13,143.47	35.25%	
LTC Events Hire	£ 300.00	£ -	£ 300.00	0.00%	Catering		£ 700.00	£ 874.73	-£ 174.73	124.96%	
Events at LCC	£ 1,500.00	£ 4,745.60	-£ 3,245.60	316.37%	Infrastructure Costs + F&F (Capital)	£ 22,577.00	£ 5,000.00	£ 5,263.84	£ 22,313.16	105.28%	
Coffee Machine Recovery	£ 875.25	£ 875.25	£ -	100.00%	Professional Fees	£ 5,000.00	£ 2,000.00	£ 5,735.52	£ 1,264.48	286.78%	
Other Income	£ 1,500.00	£ -	£ 1,500.00	0.00%	Cleaning & Waste / H&S		£ 7,000.00	£ 4,590.78	£ 2,409.22	65.58%	
			£ -		Advertising & Website		£ 3,100.00	£ -	£ 3,100.00	0.00%	
Grants Received		£ -	£ -		Security & Alarms		£ 500.00	£ 380.15	£ 119.85	76.03%	
Friends Fundraising		£ 141.94	-£ 141.94		Internal Maintenance		£ 13,000.00	£ 3,666.60	£ 9,333.40	28.20%	
					External Maintenance		£ 42,000.00	£ 259.49	£ 41,740.51	0.62%	
					Miscellaneous		£ 2,800.00	£ 1,109.08	£ 1,690.92	39.61%	
					Licences		£ 2,300.00	£ 1,649.20	£ 650.80	71.70%	
					IT		£ 1,000.00	£ 485.92	£ 514.08	48.59%	
					Janitorial Costs (Uniforms Etc)		£ 500.00	£ 483.41	£ 16.59	96.68%	
					Contingencies		£ 2,000.00		£ 2,000.00	0.00%	
					Events at LCC		£ 1,000.00	£ 2,232.66	-£ 1,232.66	223.27%	
					Salaries (Admin)		£ 44,664.00	£ 28,239.28	£ 16,424.72	63.23%	
					Salaries (Janitorial)		£ 95,136.00	£ 54,071.73	£ 41,064.27	56.84%	
					Friend's Purchases	£ 1,949.00	£ 141.94	£ -	£ 2,090.94		
<b>TOTAL INCOME</b>	<b>£ 156,175.25</b>	<b>£ 92,448.62</b>	<b>£ 63,726.63</b>	<b>59.20%</b>	<b>TOTAL EXPENDITURE</b>	<b>£ 43,621.00</b>	<b>£ 253,800.00</b>	<b>£ 121,785.56</b>	<b>£ 156,199.73</b>	<b>47.98%</b>	

<b>COMMUNITY FACILITIES</b>		<b>2017/18</b>				
<b>EXPENDITURE</b>	Earmarked Reserves	Budget 2017/18	Income	Expenditure	Balance	% Spent
School Crossing Patrols		£ 4,500.00		£ -	£ 4,500.00	0.00%
Highway Infrastructure	£ 1,331.00	£ 500.00		£ -	£ 1,831.00	0.00%
Phone Box		£ 300.00	£ 300.00	£ 300.00	£ 300.00	
Staff Costs		£ -			£ -	
<b>TOTAL EXPENDITURE</b>	<b>£ 1,331.00</b>	<b>£ 5,300.00</b>	<b>£ 300.00</b>	<b>£ 300.00</b>	<b>£ 6,631.00</b>	<b>4.52%</b>

<b>SKATE PARK DETAILED BUDGET</b>		<b>2017/18</b>			
<b>EXPENDITURE</b>	EMR B/F	Budget 2017/18	Expenditure	Balance	% Spent
Reserve from 2016/17	£ 4,402.00			£ 4,402.00	
Rent		£ 50.00	£ 50.00	£ -	100.00%
Cleaning		£ 1,000.00	£ 473.07	£ 526.93	47.31%
Electricity		£ 500.00	£ 127.57	£ 372.43	25.51%
Miscellaneous		£ 300.00	£ 143.15	£ 156.85	47.72%
Grass Cutting		£ 700.00	£ 450.00	£ 250.00	64.29%
Skate Park Maintenance		£ 1,000.00	£ -	£ 1,000.00	0.00%
Staffing Costs		£ 4,000.00	£ 2,465.54	£ 1,534.46	61.64%
<b>TOTAL EXPENDITURE</b>	<b>£ 4,402.00</b>	<b>£ 7,550.00</b>	<b>£ 3,709.33</b>	<b>£ 8,242.67</b>	<b>49.13%</b>

[Agenda](#)

<b>Community Centre Invoiced Income</b>							
<b>Room</b>	<b>14/15</b>	<b>15/16</b>	<b>16/17</b>	<b>Projected</b>	<b>YTD</b>		
<b>1</b>	£5,072.67	£8,418.49	£10,709.93	£12,400.00	£7,456.90		
<b>Attic</b>	£650.00	£600.00	£1,305.42	£200.00	£58.45		
<b>3</b>	£6,498.32	£8,924.04	£8,633.65	£9,000.00	£5,139.10		
<b>4</b>	£18,225.55	£23,911.57	£19,996.53	£24,000.00	£15,220.35		
<b>5</b>	£5,411.63	£7,646.06	£8,125.95	£7,000.00	£4,132.70		
<b>6</b>	£3,883.61	£4,457.30	£4,608.45	£5,000.00	£3,225.35		
<b>7</b>	£9,470.65	£12,586.19	£15,624.46	£17,500.00	£10,520.80		
<b>8</b>	£5,297.61	£6,980.09	£6,925.18	£7,000.00	£4,776.60		
<b>9</b>	£293.70		£120.00	£120.00	£90.00		
<b>Lower Hall</b>	£31,877.32	£38,042.97	£33,779.20	£33,000.00	£18,502.88		
<b>Café Area</b>	£612.43	£1,061.81	£363.01	£288.00	£288.00		
<b>Foyer</b>	£530.00	£32.00	£1,163.61	£1,250.00	£69.00		
<b>Storage/Flasks</b>	£5.00	£66.50	£847.00	£1,000.00	£757.60		
<b>Bar Commission</b>		£1,204.74	£3,034.83	£2,000.00	£1,098.71		
<b>Lottie &amp; Lornas Rental</b>				£4,000.00	£2,044.43		
<b>Hire Income Total</b>	<b>£87,828.49</b>	<b>£113,931.76</b>	<b>£115,237.22</b>	<b>£123,758.00</b>	<b>£73,380.87</b>		
<b>Hire Income Budget</b>	£71,000.00	£95,400.00	£105,000.00	£125,000.00			
<b>LTC run events (net)</b>		£194.50	£941.73	£3,000.00	£2,512.94		

The Facilities System is able to calculate the charges due to be invoiced for the remaining financial year based on current bookings.



