

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 Valerie Morgan
Vice Chairman: Cllr Jill Healey
Town Clerk: Helen Symmons

Members are requested to attend a meeting of the
COMMUNITY FACILITIES COMMITTEE of Leigh-on-Sea Town Council
on **Wednesday 13th June 2018** at Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea
commencing at **7.30 pm**.

Committee Membership

Cllrs: *Jill Healey, Valerie Morgan, Carole Mulrone (Chairman), Declan Mulrone, Ron Owen (Vice Chairman) and Vivien Rosier.*

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 3RD APRIL 2018
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#)) page 6
7. REVIEW OF ACTION PLAN ([Appendix 2](#)) page 7

It is **RECOMMENDED** that the Committee review the Action Plan **with recommendation to P&R** for adoption.

COMMUNITY FACILITIES

8. SKATE PARK

Still awaiting information on the community phase of the project but this is in hand.

COMMUNITY CENTRE

9. ARTS GROUP REPORT

The six-month review meeting took place with no issues raised by either party. There has been very positive feedback for all the exhibitions and the work of the current Artist in Residence. Leigh Community Centre features as part of this year's Leigh Art Trail with two exhibitions. Following this there will be the Summer show with artists exhibiting pieces in a medium they are not normally known for. The legacy piece to the Council will be a book featuring all the exhibit work throughout the residency.

The Art Group would like to **RECOMMEND** to CFC that as the roof repairs could have an impact on the Attic space, the Artist in Residency programme be put on hold after this year's residency is complete pending completion of the roof repairs. The Art wall exhibits will continue as there is an exhibitor waiting list.

10. REPORT FROM BOOKINGS/ ADMINISTRATION ASSISTANT

In keeping with the modernisation of the community centre the Bookings/Administrator Assistant (BAA) has been working on digital signage for the foyer – similar in style that might be seen in a doctor's surgery or school foyer.

Currently, each morning a member of staff has to write up the classes for the day on the chalkboard. This takes time, is often overlooked by attendees, and sometimes gets rubbed off by people visiting the centre, which generates enquiries at reception and confusion for our guests. Additionally with so many classes now, this has to be done several times during the day as space on the board is so limited.

The BAA carried out some research into digital signage packages, spoke with Edge I.T. Systems and the I.T. Helpdesk, who said they would be able to provide this but at a cost. As an alternative to this, a Microsoft Powerpoint Presentation has been devised which is user friendly, keeps it in house and is free. We already had a T.V. with cabling that connects it to the computer on reception. Our caretaking team carried out the installation, therefore there has been no financial outlay for the digital signage.

Every Friday morning the Powerpoint presentation will be reviewed and updated with any one-off bookings or amendments for the upcoming week. The BAA aims to train the reception staff on how to do this also. Having completed the major work of designing and creating the presentation, the maintenance work will be minimal.

The signage has been designed in such a way that as well as providing all the information about the daily classes, we can also promote all Leigh Town Council events and initiatives. We will therefore have a captive audience of attendees at the community centre, up to 2,000 people per week. An example of the Powerpoint Presentation will be available to view at the meeting.

11. FACILITIES REPORT

The repair programme has been implemented. The Lift replacement has been advertised on the Contracts Web Finder with a good response. The deadline for quotations is 1st June. The specification for the new roof is just being finalised and then this will be advertised on the Contracts Web Finder.

12. LORNA & LOTTIE'S REPORT

Current year figures for the first quarter have been received and analysed:

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Turnover	19,997.03			
Salaries	10,171.26			
Quarterly surplus	3,642.16			
Licence fee to LTD	1,821.08			

Turnover is up 13% on the first quarter of last year which has resulted in a 7.5% increase on the licence fee payable to us. This is despite wages having increased twice last year and the auto enrolment pension scheme. The café is now open 48 hours per week. The current state of the roof is creating problems for the café as well as the Centre when there is rainfall.

13. REPORT FROM LCC SUB-COMMITTEE (HELD PRIOR TO MEETING)

FINANCIAL

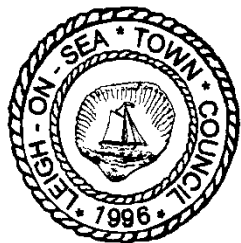
14. COMMITTEE BUDGET REPORT ([Appendix 3](#)) page 10

The year has started well with hire income received already showing an increase of £868 on the last financial year for the same period to date and does not include the café licence fee for the first quarter.



Helen Symmons
Town Clerk
7th June 2018

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



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Vice Chairman: Cllr Valerie Morgan
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MINUTES OF A MEETING COMMUNITY FACILITIES COMMITTEE 3 RD APRIL 2018 LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney (Chairman), Ron Owen (Vice Chairman), Valerie Morgan and Vivien Rosier.

In attendance: Helen Symmons (Town Clerk)

The meeting opened 7.30pm

1. CHAIRMAN'S OPENING REMARKS

The Council having received the sad news earlier in the day that Donald Fraser had passed away, all stood for a minute's silence. The Chairman expressed her admiration for Cllr Fraser who had understood the true meaning of democracy and working as a team and reiterating again how much he would be missed.

As there was not to be a full Council meeting until May, the Committee were informed of the resignation of Cllr Jane Ward as Chairman of the Council and as a Councillor.

2. APOLOGIES FOR ABSENCE

Cllrs: Jill Healey and Declan Mulroney

3. DECLARATION OF MEMBERS' INTERESTS

Cllr Carole Mulroney declared a non-pecuniary interest in Agenda items that related to Leigh Town Council facilities where SBC are landlords in her capacity as a Southend Borough Councillor.

4. APPROVAL OF MINUTES OF THE MEETING OF 6TH FEBRUARY 2018

The minutes of the meeting of 6th February 2018 were agreed and signed by the Chairman as a true and accurate record of the meeting.

5. PUBLIC REPRESENTATIONS

There were none

6. TOWN CLERK'S REPORT

The Committee **NOTED** the report.

COMMUNITY FACILITIES

7. STRAND WHARF

The Committee **NOTED** the report.

8. SKATE PARK

The Committee **NOTED** the report although the Town Clerk advised that further information had been received with regard to the second stage of the proposed project and so this would be reviewed and matters were moving again.

COMMUNITY CENTRE

9. ARTS GROUP REPORT

The Committee **NOTED** the report. An interim review will be undertaken prior to the next CFC meeting.

10. REPORT ON ADMINISTRATION

The Committee **NOTED** the report and felt that Appendix 2 may make an interesting article for the next LTC magazine.

11. LCC TERMS & CONDITIONS – **Agenda Item 11**

The Committee **RESOLVED** to adopt the amended Terms & Conditions for implementation with immediate effect for hirers.

12. FACILITIES REPORT

The Committee **NOTED** the report and that a meeting was due to take place Thursday 5th April.

13. LORNA AND LOTTIE'S REPORT

The Committee **NOTED** the report

FINANCIAL

14. COMMITTEE BUDGET REPORT

The Committee **NOTED** the reports.

15. CONSIDERATION OF DEBTOR ISSUE – **Agenda item 15**

The Committee **RESOLVED with recommendation to Council** to write off the debt whilst maintaining the option to pursue in the future.

The meeting closed at 7.47 p.m.

TOWN CLERK'S REPORT - COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2018/19

Committee	Minute No. and Subject	Completion Status	Completion	Outcome	Forward Action	RO
CFC 03-04	100. LCC Terms & Conditions	RESOLVED to adopt amended T&C with immediate effect	03-04-18	Implemented	NFA	
CFC 03-04	104. Consideration of Debtor Issue	RESOLVED with recommendation to Council write off of the debt	03-04-18	Added to Council Agenda 15-05-18	NFA under this minute	

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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>Leisure Development Project</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>Further consultation when appropriate</p>
<p>Community Centre refurbishment</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>Consultation when appropriate and with consideration to the recommendation of MHCLG if a PWL is required</p>
<p>Services</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
Capital Assets					
Maintain and improve particularly skate park, Strand Wharf and paddling pool	Carry out full safety survey of assets and review scheme of regular safety and maintenance checks	Surveys and review to be reported at October meetings annually	2018/19 budgets set	Operational risk reviews up to date	
Maximise the utilisation and benefit of existing assets	Continue existing program for CC and further marketing and development by CC administrator	Ongoing		On going	
	Develop promotion of use of skatepark and Strand Wharf	Ongoing		Skate park refurbishment idea progressing. Awaiting details of community project aspect	Skatepark promotional event when complete Event programme for SW to continue
Develop a refurbishment and development plan for Community Centre and to implement these works	Professional consultation Repair scheme resolved and being implemented. Consider any areas that could be refurbished to improve the facility. Develop and finalise scheme of refurbishment Identify and secure funding Implement refurbishment scheme	2 yr programme 3 months	112,000 2018/19 budget plus project EMR as resolved		Recommendations asap to be submitted to Council for approval if LCC Sub-committee and CFC recommend
Leisure Development – consider outdoor activity area on Leigh Marshes			None at present		Ongoing

	Carry out feasibility study and local survey	To be considered once Skatepark element complete			
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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 Link to Strategic Plan when resolved	Ongoing		Undertaken at Chairmens' Forum	
Interact with SBC		Ongoing			
Consideration of a NHP				Still under consideration	Awaiting emergence of SBC Local Plan

Reviews due June and December 2018

No review was undertaken in November 2016, nor February 2017

[Agenda](#)

COMMUNITY FACILITIES BUDGET					2018/19					
INCOME	Budget 2018/19	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2018/19	Expenditure	Balance	% Spent
LCC Hire Income	£ 129,000.00	£ 15,959.90	£ 113,040.10	12.37%	LCC Expenditure	£ 22,821.97	£ 52,200.00	£ 2,701.75	£ 72,320.22	5.18%
LTC Premises Contribution	£ 27,000.00	£ -	£ 27,000.00	0.00%	LCC Staffing		£ 135,865.00	£ 10,777.56	£ 125,087.44	7.93%
Other Income*	£ 4,500.00	£ 136.33	£ 4,363.67	3.03%	Highways Expenditure	£ 1,831.03	£ 4,700.00	£ -	£ 6,531.03	0.00%
Highways Income		£ -	£ -		Strand Wharf Expenditure		£ 700.00	£ 46.76	£ 653.24	6.68%
					Skate Park Expenditure	£ 4,902.25	£ 3,150.00	-£ 255.41	£ 8,307.66	-8.11%
					Skate Park Staffing		£ 5,955.00	£ 393.74	£ 5,561.26	6.61%
LCC Fundraising		£ 37.00			LCC Repair Programme	£ 207,984.63	£ 112,000.00	£ 382.80	£ 319,601.83	0.34%
					Paddling Pool	£ 1,659.70	£ 500.00	£ -	£ 2,159.70	0.00%
Total Income	£ 160,500.00	£ 16,133.23	£ 144,403.77	10.05%	Total Expenditure	£ 239,199.58	£ 315,070.00	£ 14,047.20	£ 540,222.38	2.53%

* Budget figure increases due to income received from café re coffee expenditure recovery

STRAND WHARF DETAILED BUDGET				2018/19		
EXPENDITURE	EMR	Budget 2018/19	Income	Expenditure	Balance	% Spent
Maintenance		£ 500.00		£ -	£ 500.00	0.00%
Electricity		£ 200.00		£ 46.76	£ 153.24	23.38%
Memorial Plaques/Planters	3041.67	£ -	£ -	£ -	£ -	
TOTAL EXPENDITURE	£ 3,041.67	£ 700.00	£ -	£ 46.76	£ 653.24	6.68%

COMMUNITY CENTRE DETAILED BUDGET					2018/19					
INCOME	Budget 2018/19	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2018/19	Expenditure	Balance	% Spent
					CFC 2017/18 Accruals*	£ 20,594.88		-£ 5,245.34		
Room Hire	£ 129,000.00	£ 15,959.90	£ 113,040.10	12.37%	Business Rates		£ 8,500.00	£ 1,584.00	£ 6,916.00	18.64%
LTC Building Contribution	£ 27,000.00		£ 27,000.00	0.00%	Insurance		£ 2,900.00	£ -	£ 2,900.00	0.00%
			£ -		Utilities		£ 20,200.00	£ 3,591.10	£ 16,608.90	17.78%
					Catering		£ 1,000.00	£ 135.83	£ 864.17	13.58%
Events at LCC	£ 3,500.00	£ 442.00	£ 3,058.00	12.63%	Professional Fees		£ 1,000.00		£ 1,000.00	0.00%
					Cleaning & Waste / H&S		£ 7,000.00	£ 748.48	£ 6,251.52	10.69%
Other Income	£ 1,000.00	£ 136.33	£ 863.67	13.63%	Advertising & Website		£ 1,000.00	£ -	£ 1,000.00	0.00%
			£ -		Security & Alarms		£ 500.00	£ 161.30	£ 338.70	32.26%
Grants Received		£ -	£ -		Miscellaneous		£ 1,850.00	£ 295.95	£ 1,554.05	16.00%
Friends Fundraising		£ 37.00	-£ 37.00		Licences		£ 3,000.00	£ 150.50	£ 2,849.50	5.02%
					IT		£ 1,000.00	£ 140.95	£ 859.05	14.10%
					Janitorial Costs (Uniforms Etc)		£ 250.00	£ -	£ 250.00	0.00%
					Contingencies		£ 2,000.00		£ 2,000.00	0.00%
					Events at LCC		£ 2,000.00	£ 187.00	£ 1,813.00	9.35%
					Day to Day Maintenance*		£ -	£ 951.98	-£ 951.98	#DIV/0!
								£ -		
					Salaries (Admin)		£ 43,400.00	£ 3,139.34	£ 40,260.66	7.23%
					Salaries (Janitorial)		£ 92,465.00	£ 7,638.22	£ 84,826.78	8.26%
					Friend's Purchases	£ 2,227.09	£ 37.00	£ 91.45	£ 2,172.64	
					TOTAL EXPENDITURE	£ 22,821.97	£ 188,065.00	£ 13,479.31	£ 169,340.35	7.17%
TOTAL INCOME	£ 160,500.00	£ 16,538.23	£ 143,961.77	10.30%	Repair Programme	207984.63	£ 112,000.00	£ 382.80	£ 319,601.83	
							rest from EMR			

HIGHWAYS DETAILED BUDGET				2018/19		
EXPENDITURE	Earmarked Reserves	Budget 2018/19	Income	Expenditure	Balance	% Spent
School Crossing Patrols		£ 4,400.00		£ -	£ 4,400.00	0.00%
Highway Infrastructure	£ 1,831.03	£ -		£ -	£ 1,831.03	0.00%
Phone Box		£ 300.00	£ -	£ -	£ 300.00	
Staff Costs		£ -			£ -	
TOTAL EXPENDITURE	£ 1,831.03	£ 4,700.00	£ -	£ -	£ 6,531.03	0.00%

SKATE PARK DETAILED BUDGET				2018/19		
EXPENDITURE	EMR B/F	Budget 2017/18	Expenditure	Balance	% Spent	
Accrual 2017/18			-£ 445.15			
EMR	£ 4,902.25			£ 4,902.25		
Rent		£ 50.00	£ -	£ 50.00	0.00%	
Cleaning		£ 1,000.00	£ 142.78	£ 857.22	14.28%	
Electricity		£ 300.00	£ 46.96	£ 253.04	15.65%	
Miscellaneous		£ 300.00	£ -	£ 300.00	0.00%	
Grass Cutting		£ 500.00	£ -	£ 500.00	0.00%	
Skate Park Maintenance		£ 1,000.00	£ -	£ 1,000.00	0.00%	
Staffing Costs		£ 5,955.00	£ 393.74	£ 5,561.26	6.61%	
TOTAL EXPENDITURE	£ 4,902.25	£ 9,105.00	£ 138.33	£ 13,423.77	1.52%	

[Agenda](#)