



Leigh-on-Sea Town Council



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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 **Tuesday 4th December 2018** at Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea
commencing at **7.30 pm**.

Committee Membership

Cllrs: *Keith Evans, Anita Forde, Gerry Glover, Jill Healey, Valerie Morgan, Carole Mulronev (Chairman), Declan Mulronev, 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 [2nd October 2018](#)
5. TO APPROVE FINAL MINUTES OF THE TWO SUB-COMMITTEES DISSOLVED
Leigh Community Centre Sub-Committee [7th August 2018](#)
Leisure Development Sub-Committee [25th January 2018](#)
6. PUBLIC REPRESENTATIONS
7. TOWN CLERK'S REPORT ([Appendix 1](#)) page 4

COMMUNITY FACILITIES

8. SKATE PARK

We are awaiting information regarding the Community Project aspect of the proposed refurbishment.

COMMUNITY CENTRE

9. ARTS GROUP REPORT **DECISION ITEM**

It is **RECOMMENDED** that the Arts Group call a meeting to discuss the next Artist in Residency term.

10. REPORT FROM BOOKINGS/ ADMINISTRATION ASSISTANT **DECISION ITEM**

It is **RECOMMENDED** to renew the wedding licence for the Community Centre when this expires in January 2019. The cost for a 3-year licence is £1700.00 and the budget was approved by Council in January 2018.

Income generated over the past 3 years from weddings is £5609.60. The forecasted income from weddings booked in 2019 is £916.80, with forecasted income of £1155.36 from wedding receptions following the ceremonies. This covers the cost of the Licence in its first year.

There are craft fayres taking place every weekend from 10th November 2018 up until 22nd December 2018. These events take place in the Main Hall although often hirers utilise other smaller rooms as well. The fayres generate high visitor numbers to the Community Centre and often an increase of additional bookings by those visitors that have seen the facilities we have to offer for other uses e.g. birthday parties, meetings.

All regular hirers have now been notified of the imminent lift replacement. A lot of work has been undertaken to liaise with hirers and move groups into rooms downstairs to accommodate users with mobility issues.

11. FACILITIES REPORT

The roofing works are now complete. The next phase of refurbishment is the lift replacement. This work is scheduled to begin on 19th December 2018 and it is anticipated that the new lift will be installed and ready for use on 23rd January 2019. Work will be taking place over the Christmas break.

Quotes are being obtained for new windows in Room 1 and sound proofing in the Donald Fraser Hall.

Southend Borough Council have given their agreement in principle to the remodel works, subject to statutory consents and a Licence to Alter being completed. The Town Clerk is actioning this.

12. LORNA & LOTTIE'S REPORT

Monthly figures will be advised verbally to the committee at the meeting.

| | 1 st Quarter | 2 nd Quarter | 3 rd Quarter | 4 th Quarter |
|--------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Turnover | 19,997.03 | 16,997.54 | | |
| Salaries | 10,171.26 | 11,292.33 | | |
| Quarterly surplus | 3,642.16 | 776.73 | | |
| Licence fee to LTD | 1,821.08 | 388.86 | | |

The café remains busy with a small profit (£300) recorded for July/Aug/Sept. I think this is the first time in 3-4 years. The 4th quarter started well and November trading has been good and we have a lot more bookings in December for food etc. I am forecasting a record profit for 2018 the result of hard work from my staff and the quality of food provided under testing circumstances giving the building work and the loss of 10 covers.

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| FINANCIAL |
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13. COMMITTEE BUDGET REPORT ([Appendix 2](#)) page 5

Income from events has increased by £1.7k to date this year which has compensated for a slightly lower hire income than expected for this time of the year. That said there are significant larger bookings over the Christmas period which will have a positive effect. There have been some regular hirer alterations which have not totally been replaced by other bookings as yet. Day to day expenditure e.g. utilities and cleaning costs is £3k less than this time last year due to 'good housekeeping' by the Facilities team. This means that there is a net improvement in the CFC budget from this time last year of £13.4k

Helen Symmons

Helen Symmons
Town Clerk
29th November 2018

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 2018/19

| Committee | Minute No. and Subject | Completion Status | Completion | Outcome | Forward Action | RO |
|------------------|----------------------------------|--|-------------------|------------------------------------|-----------------------|-----------|
| CFC 07-08 | 29. Recommendations from LCC Sub | RESOLVED lift replacement contract RESOLVED roof repair contract subject to satisfactory references | Nov 19 | Lift being installed January 2019 | NFA | |
| CFC 02-10 | 36. Sub-Committees | RESOLVED to dissolve both | 02-10-18 | Final minutes added to CFC Agenda | NFA | |
| CFC 02-10 | 38. Arts Group | RESOLVED to purchase cabinets from Friends money up to £100 | 02-10-18 | TC to oversee | NFA | |
| CFC 02-10 | 43. Draft Budget | RESOLVED to reduce internal maintenance to 5k | 20-11-18 | Altered budget approved by Council | NFA | |
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| 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 | £73,398.87 | £55,601.13 | 56.90% | LCC Expenditure | £ 22,821.97 | £ 52,200.00 | £ 23,668.02 | £ 51,353.95 | 45.34% |
| LTC Premises Contribution | £ 27,000.00 | £13,500.00 | £13,500.00 | 50.00% | LCC Staffing | | £135,865.00 | £ 84,983.57 | £ 50,881.43 | 62.55% |
| Other Income | £ 4,500.00 | £ 6,858.76 | -£ 2,358.76 | 152.42% | Highways Expenditure | £ 1,831.03 | £ 4,700.00 | £ 4,591.75 | £ 1,939.28 | 97.70% |
| Highways Income | | £ - | £ - | | Strand Wharf Expenditure | | £ 700.00 | £ 233.35 | £ 466.65 | 33.34% |
| LCC Fundraising | | £ 199.70 | | | Skate Park Expenditure | £ 4,902.25 | £ 3,150.00 | £ 706.48 | £ 7,345.77 | 22.43% |
| Total Income | £160,500.00 | £93,957.33 | £66,742.37 | 58.54% | Skate Park Staffing | | £ 5,955.00 | £ 3,068.38 | £ 2,886.62 | 51.53% |
| | | | | | LCC Repair Programme | £207,984.63 | £112,000.00 | £ 87,656.64 | £232,327.99 | 78.26% |
| | | | | | Paddling Pool | £ 1,659.70 | £ 500.00 | £ - | £ 2,159.70 | 0.00% |
| | | | | | Total Expenditure | £239,199.58 | £315,070.00 | £ 204,908.19 | £349,361.39 | 36.97% |

| 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 | | £ - | £ 200.00 | 0.00% |
| Memorial Plaques/Planters | 3041.67 | £ - | £ - | £ - | £ - | |
| TOTAL EXPENDITURE | £3,041.67 | £700.00 | £ - | £ - | £ 700.00 | 0.00% |

| 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 | £ - | £ 129,000.00 | 0.00% | Business Rates | | £ 8,500.00 | £ - | £ 8,500.00 | 0.00% |
| LTC Building Contribution | £ 27,000.00 | £ 13,500.00 | £ 13,500.00 | 50.00% | Insurance | | £ 2,900.00 | £ - | £ 2,900.00 | 0.00% |
| | | | £ - | | Utilities | | £ 20,200.00 | £ - | £ 20,200.00 | 0.00% |
| Events at LCC | £ 3,500.00 | £ - | £ 3,500.00 | 0.00% | Catering | | £ 1,000.00 | £ - | £ 1,000.00 | 0.00% |
| Other Income | £ 1,000.00 | £ - | £ 1,000.00 | 0.00% | Professional Fees | | £ 1,000.00 | | £ 1,000.00 | 0.00% |
| | | | £ - | | Cleaning & Waste / H&S | | £ 7,000.00 | £ - | £ 7,000.00 | 0.00% |
| Grants Received | | £ - | £ - | | Advertising & Website | | £ 1,000.00 | £ - | £ 1,000.00 | 0.00% |
| Friends Fundraising | | £ - | £ - | | Security & Alarms | | £ 500.00 | £ - | £ 500.00 | 0.00% |
| | | | £ - | | Miscellaneous | | £ 1,850.00 | £ - | £ 1,850.00 | 0.00% |
| | | | | | Licences | | £ 3,000.00 | £ - | £ 3,000.00 | 0.00% |
| | | | | | IT | | £ 1,000.00 | £ - | £ 1,000.00 | 0.00% |
| | | | | | 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 | £ - | £ 2,000.00 | 0.00% |
| | | | | | Day to Day Maintenance* | | £ - | £ - | £ - | #DIV/0! |
| | | | | | | | | | £ - | |
| | | | | | Salaries (Admin) | | £ 43,400.00 | £ - | £ 43,400.00 | 0.00% |
| | | | | | Salaries (Janitorial) | | £ 92,465.00 | £ - | £ 92,465.00 | 0.00% |
| | | | | | Friend's Purchases | £ 2,227.09 | £ - | £ - | £ 2,227.09 | |
| | | | | | TOTAL EXPENDITURE | £ 22,821.97 | £ 188,065.00 | -£ 5,245.34 | £ 188,065.00 | -2.79% |
| TOTAL INCOME | £ 160,500.00 | £ 13,500.00 | £ 147,000.00 | 8.41% | Repair Programme | 207984.63 | £ 112,000.00 | £ - | £ 319,984.63 | |
| | | | | | | | | | | |
| | £ 4,500.00 | £ - | | | | £ 135,865.00 | Staffing | £ - | | |
| | | | | | | £ 52,200.00 | Balance | -£ 5,245.34 | | |

| HIGHWAYS DETAILED BUDGET | | | | 2018/19 | | |
|---------------------------------|--------------------|-------------------|------------|-------------------|-------------------|---------------|
| EXPENDITURE | Earmarked Reserves | Budget 2018/19 | Income | Expenditure | Balance | % Spent |
| School Crossing Patrols | | £ 4,400.00 | | £ 4,291.75 | £ 108.25 | 97.54% |
| 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 | £ - | £ 4,291.75 | £ 2,239.28 | 65.71% |

| 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 | £ 447.79 | £ 552.21 | 44.78% | |
| Electricity | | £ 300.00 | £ 98.62 | £ 201.38 | 32.87% | |
| 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 | £ 1,679.12 | £ 4,275.88 | 28.20% | |
| | | | | | | |
| TOTAL EXPENDITURE | £ 4,902.25 | £ 9,105.00 | £ 1,780.38 | £ 11,781.72 | 19.55% | |

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