



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
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Chairman: Cllr Richard Herbert  
Vice Chairman: Cllr Carole Mulroney  
Town Clerk: Paul Beckerson

1<sup>st</sup> October 2015

Notice is hereby given that a meeting of the **COMMUNITY FACILITIES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday 6<sup>th</sup> October 2015** in Room 6, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.30pm.

## AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. TO APPROVE THE MINUTES OF THE CFC MEETING OF 29<sup>th</sup> JULY 2015
4. DECLARATION OF MEMBERS' INTERESTS

## HIGHWAY INFRASTRUCTURE

No Items to report

## COUNCIL ASSETS

No Items to report

## LEIGH COMMUNITY CENTRE

5. COMMUNITY CENTRE ADMINISTRATOR'S REPORT

The CCA will give an oral report on recent matters. A comprehensive report will be submitted to an Extra-ordinary meeting of CFC Committee. The Committee is **requested** to set a date for this.

6. LORNA & LOTTIE'S CIC FINANCIAL STATEMENT (July and August 2015) – 30<sup>th</sup> September 2015 - Report 2558/PB (Appendix 2)
7. CONFIRMATION OF FINANCIAL CONTRACTURAL ARRANGEMENTS FOR CAFÉ AND BAR SERVICES – Report 2555/PB (Appendix 3)

The Committee is **requested** to confirm the arrangements set out in the report.

8. PURCHASE OF CAFÉ INFRASTRUCTURE ITEMS – Officer's **Decision** Report

When the new licensee took over the café in July 2015 it was necessary to replace infrastructure items such as tea pots, cutlery and kitchen equipment. There were in addition council owned items which are part of an equipment inventory; it is proposed that the licensee be reimbursed for these items and that they be added to the inventory as these are essential items to enable the café to operate.

The Committee is **RECOMMENDED** to approve the payment of £939.97 to the licensee to be taken from the Equipment Budget.

9. BUDGET REPORT – Report 2557/CFC – 28<sup>th</sup> September 2015 – (Appendix 4)

10. BUDGET 2016/17 – 29<sup>th</sup> September 2015 – (Appendix 5)

The Committee is **requested** to consider and recommend a budget to P&RC

11. COMMUNITY CENTRE BURSARY APPLICATIONS – Appendix 6

The Committee is **requested** to consider and recommend the applications to P&RC

12. 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 (Legal action by and against the Council)

13. CONSIDERATION OF DEBTOR ISSUES – Report 2560/ES (Confidential Appendix 1)



Paul Beckerson  
Town Clerk  
1<sup>st</sup> October 2015

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

### Lorna & Lottie's C.I.C. Account's Summary 2015

		Takings	Expenditure	Surplus / Deficit														
					Food Supplies	Coffee Machine Rental	Coffee Machine Supplies	Cleaning	Repairs & Renewals / Disposables	Fixtures & Fittings	Salaries	Equipment	Clothing	Printing, Stationery & Packaging	First Aid & Entertainment	Insurance	Company Set-up & Loan Payments	Advertising
January	Bank		£2,386.83		£54.64	£94.80	£65.97				£1,879.92					£278.50	£13.00	
	Cash	£3,902.55	£1,072.56	£443.16	£1,046.83			£0.00	£0.00	£0.00		£0.00	£0.00	£5.73	£20.00			
February	Bank		£3,083.85		£136.00	£0.00	£0.00				£2,797.85	£0.00					£150.00	
	Cash	£4,044.05	£1,005.08	-£44.88	£953.25			£4.50	£4.99	£17.84		£4.50	£0.00	£0.00	£20.00			
March	Bank		£2,868.14		£15.50	£189.60	£196.44				£2,316.60	£0.00					£150.00	
	Cash	£4,784.80	£1,279.29	£637.37	£1,268.79			£5.10	£0.95	£0.00		£4.45	£0.00	£0.00	£0.00			
April	Bank		£2,860.62		£0.00	£94.80	£70.74				£2,395.08	£0.00					£300.00	£0.00
	Cash	£2,669.50	£1,027.71	-£1,218.83	£1,013.67			£10.05	£0.00	£0.00		£0.00	£0.00	£3.99	£0.00			
May	Bank		£2,983.79		£21.45	£94.80	£0.00			£0.00	£2,667.54	£0.00	£0.00				£200.00	£0.00
	Cash	£5,035.35	£1,535.35	£516.21	£1,533.35			£0.00	£35.00	£0.00		-£45.00	£0.00	£12.00	£0.00			
June	Bank		£4,152.64		£0.00	£94.80	£212.63			£0.00	£3,087.21	£0.00	£0.00	£0.00			£758.00	£0.00
	Cash	£3,487.90	£1,506.30	-£2,171.04	£1,294.25			£0.00	£26.50	£0.00	£173.60	£0.00	£0.00	£11.95	£0.00			
July	Bank		£2,872.26		-£100.28	£94.80	£0.00			£0.00	£2,877.74	£0.00	£0.00					
	Cash	£2,771.15	£2,309.40	-£2,410.51	£1,242.62			£13.57	£113.24	£0.00		£939.97	£0.00	£0.00	£0.00			
August	Bank		£1,630.19		£0.00	£94.80	£0.00				£1,535.39							
	Cash	£2,158.39	£1,656.12	-£1,127.92	£860.94			£11.80	£25.47	£21.96	731.75	£4.20	£0.00	£0.00	£0.00			
September	Bank		£1,916.96		£0.00	£94.80	£55.02				£1,767.14							
	Cash	£0.00	£0.00	-£1,916.96	£0.00			£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00			
October	Bank		£0.00		£0.00	£0.00	£0.00				£0.00						£0.00	
	Cash	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00			
November	Bank		£0.00		£0.00	£0.00	£0.00				£0.00	£0.00					£0.00	
	Cash	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00			
December	Bank		£0.00		£0.00	£0.00	£0.00				£0.00	£0.00					£0.00	
	Cash	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00			
		£28,853.69	£36,147.09	-£7,293.40	£9,341.01	£853.20	£600.80	£45.02	£206.15	£39.80	#####	£908.12	£0.00	£33.67	£40.00	£278.50	£1,571.00	£0.00
		£18.80	Remains in Bank for Company Returns				Opening Stock 05/01/15				£297.10							
								Gross Profit/Loss to Date		£17,761.58		61.56%						
								Closing Stock 31/12/15		£297.10								
								Net Profit/Loss to date		-£7,293.40		-25.28%		£2,797.42	-£4,495.98		Profit & Loss without One Off Costs	



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Report 2555/PB

## CONFIRMATION OF FINANCIAL CONTRACTURAL ARRANGEMENTS FOR CAFÉ AND BAR SERVICES

The LCC uses the same supplier for both the Café and Bar Services but they are operated as separate businesses and there are different financial arrangements in place for each. This report clarifies the position as regards to each and the Committee is **requested** to note the arrangements.

All payments to LTC are rental and exempt in terms of VAT, as the charge is not discretionary.

### CAFÉ – LORNA & LOTTIE'S CIC

The café is bound by the terms set out in the Licence and Service Agreement which were presented to the Committee in June of this year when the licence was granted to the present Licensee. When the café is operating selling food and alcohol as ancillary to food the terms of the licence apply and these are set out below.

The licence fee is set out in clause 5 of the Licence Agreement:

#### 5.0 FINANCIAL

5.1 The licence fee ("the Licence Fee") payable to the Operator shall be 50% of the surplus made by the Licensee in operating the Property as set out in the Financial Statement.

5.2 The Licensee shall provide to the Operator a Financial Statement as set out in clause 2.2, and any monies due to the Operator shall be paid to the Operator by the end of the month following receipt of the Financial Statement.

### BAR SERVICES

The Council first used these services at the Jubilee Event in the Library Gardens and has since been used in the LCC on an ongoing basis. The company operates on standard terms and conditions as follows:

At any event the first £100 (this is also the minimum charge) is retained to cover staff costs in providing the service, LTC are then paid 25% of the take net of VAT as the Council is not registered for VAT whereas the company is.

For example if the take was £1,200 the following would apply:

£1,200 - £100 = £1,100 less (20% VAT on £1,200) - £200 = £900 x 25% = £225 rental paid to LCC.

The Committee is **RECOMMENDED** to note the arrangements.

COMMUNITY FACILITIES BUDGET					2015/16					
INCOME	Budget 2015/16	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2015/16	Expenditure	Balance	% Spent
LCC Hire Income	£ 94,000.00	£ 48,972.38	£ 45,027.62	52.10%	LCC Expenditure	£ 15,164.73	£ 69,656.49	£ 29,595.44	£ 55,225.78	42.49%
LTC Premises Contribution	£ 25,000.00	£ 12,500.00	£ 12,500.00	50.00%	LCC Staffing		£ 127,652.00	£ 50,256.95	£ 77,395.05	39.37%
Other Income	£ 2,000.00	£ 1,336.82	£ 663.18	66.84%	Highways Expenditure		£ 8,050.00	£ 231.00	£ 7,819.00	2.87%
LCC Fundraising		£ 732.32			Highways Staffing		£ -	£ -	£ -	
					Skate Park Expenditure		£ 4,400.00	£ 1,122.71	£ 3,277.29	25.52%
					Skate Park Staffing		£ 3,765.00	£ 1,651.32	£ 2,113.68	43.86%
<b>Total Income</b>	<b>£ 121,000.00</b>	<b>£ 63,541.52</b>	<b>£ 58,190.80</b>	<b>52.51%</b>	<b>Total Expenditure</b>	<b>£ 15,164.73</b>	<b>£ 213,523.49</b>	<b>£ 82,857.42</b>	<b>£ 145,830.80</b>	<b>38.80%</b>

HIGHWAYS DETAILED BUDGET			2015/16		
EXPENDITURE	Earmarked Reserves	Budget 2015/16	Expenditure	Balance	% Spent
School Crossing Patrols		£ 4,500.00	£ -	£ 4,500.00	0.00%
Bus Shelters		£ 3,000.00	£ 231.00	£ 2,769.00	7.70%
New Bus Shelters		£ -	£ -	£ -	
Highway Infrastructure	£ 2,945.00	£ -	£ -	£ 2,945.00	0.00%
Bollards		£ 250.00	£ -	£ 250.00	0.00%
Phone Box		£ 300.00	£ -	£ 300.00	0.00%
Staff Costs		£ -		£ -	
<b>TOTAL EXPENDITURE</b>	<b>£ 2,945.00</b>	<b>£ 8,050.00</b>	<b>£ 231.00</b>	<b>£ 10,764.00</b>	<b>2.10%</b>

<b>SKATE PARK DETAILED BUDGET</b>				<b>2015/16</b>
<b>EXPENDITURE</b>	Budget 2015/16	Expenditure	Balance	% Spent
Rent	£ 50.00	£ -	£ 50.00	0.00%
Cleaning	£ 2,000.00	£ 418.08	£ 1,581.92	20.90%
Electricity	£ 450.00	£ 546.66	-£ 96.66	121.48%
Miscellaneous	£ 200.00	£ 157.97	£ 42.03	78.99%
Grass Cutting	£ 700.00	£ -	£ 700.00	0.00%
Skate Park Maintenance	£ 1,000.00	£ -	£ 1,000.00	0.00%
Staffing Costs	£ 3,765.00	£ 1,651.32	£ 2,113.68	43.86%
<b>TOTAL EXPENDITURE</b>	<b>£ 8,165.00</b>	<b>£ 2,774.03</b>	<b>£ 5,390.97</b>	<b>33.97%</b>

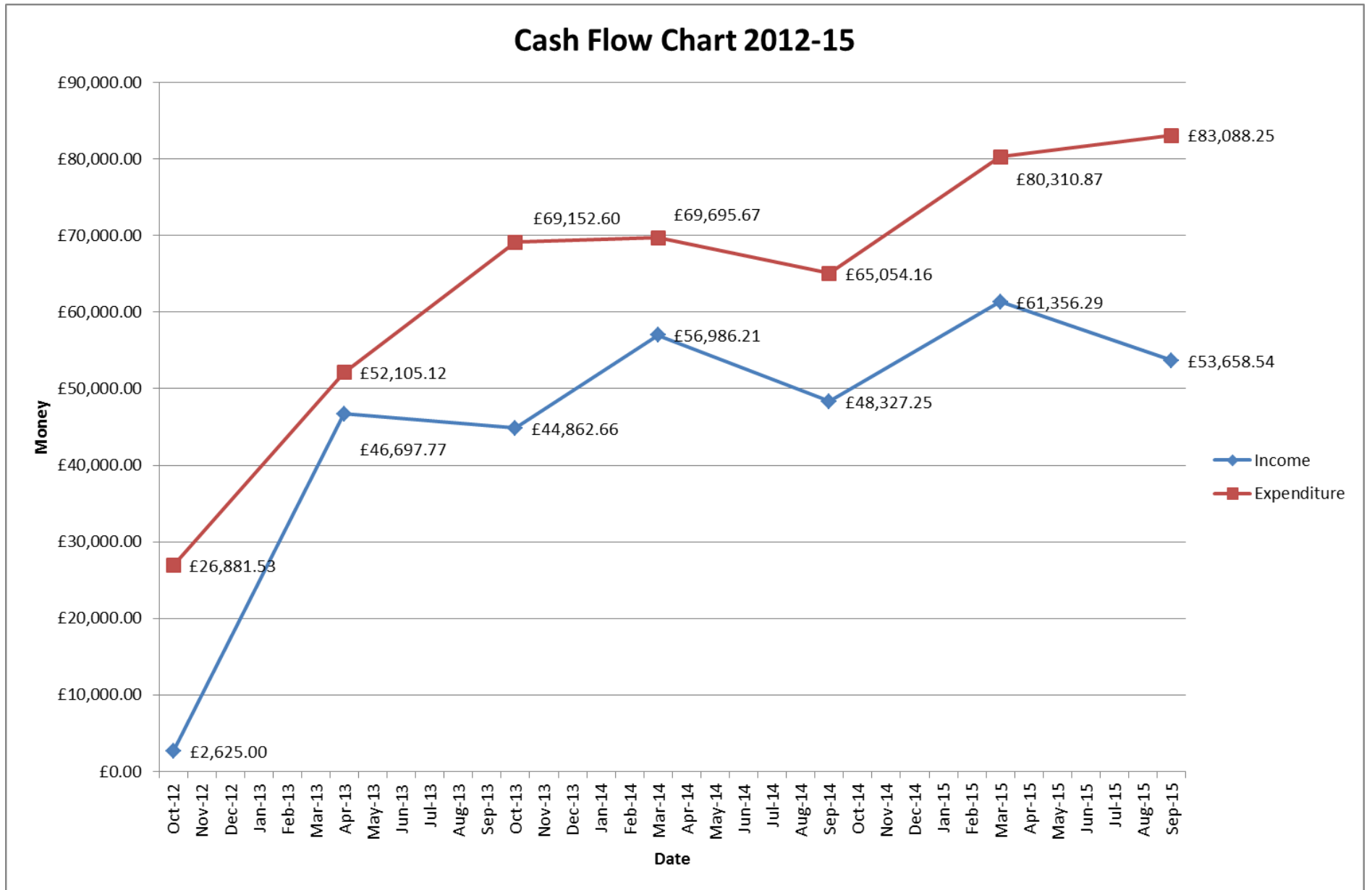
<b>COMMUNITY CENTRE DETAILED BUDGET</b>					<b>2015/16</b>					
<b>INCOME</b>	Budget 2015/16	Income Received	Balance	% Received	<b>EXPENDITURE</b>	Earmarked Reserves	Budget 2015/16	Expenditure	Balance	% Spent
Room Hire	£ 94,000.00	£ 48,972.38	£ 45,027.62	52.10%	Insurance		£ 2,800.00	£ 2,702.34	£ 97.66	96.51%
LTC Building Contribution	£ 25,000.00	£ 25,000.00	£ -	100.00%	Business Rates		£ 8,000.00	£ 4,752.00	£ 3,248.00	59.40%
Bursary Fund	£ 1,400.00	£ 429.75	£ 970.25	30.70%	Professional Fees			£ -	£ -	
LTC Events Hire	£ 600.00	£ 342.25	£ 257.75	57.04%	Utilities		£ 19,900.00	£ 8,904.05	£ 10,995.95	44.74%
Other Income		£ -	£ -		Catering		£ -	£ 964.77	-£ 964.77	
Coffee Machine Recovery	£ 964.77	£ 907.07	£ 57.70	94.02%	Infrastructure Costs + F&F (Capital)	£ 15,164.73	£ 4,156.49	£ 614.24	£ 18,706.98	14.78%
Elsie's Place Loan Repayments	£ 1,250.00	£ 1,250.00	£ -	100.00%	Cleaning & Waste / H&S		£ 6,500.00	£ 2,581.11	£ 3,918.89	39.71%
			£ -		Advertising		£ 3,000.00	£ 2,384.53	£ 615.47	79.48%
Grants Received		£ -	£ -		Security & Alarms		£ 2,300.00	£ 83.04	£ 2,216.96	3.61%
Friends Fundraising		£ 732.32	-£ 732.32		Internal Maintenance		£ 10,000.00	£ 4,631.42	£ 5,368.58	46.31%
					External Maintenance		£ 6,500.00	£ 717.11	£ 5,782.89	11.03%
					Miscellaneous		£ 2,000.00	£ 962.81	£ 1,037.19	48.14%
					Licences		£ 1,000.00	£ 145.50	£ 854.50	14.55%
					IT		£ 1,000.00	£ 152.52	£ 847.48	15.25%
					Janitorial Costs (Uniforms Etc)		£ 500.00	£ -	£ 500.00	0.00%
					Contingencies		£ 2,000.00		£ 2,000.00	0.00%
					Salaries (Admin)		£ 53,729.00	£ 18,332.54	£ 35,396.46	34.12%
					Salaries (Janitorial)		£ 73,923.00	£ 31,924.41	£ 41,998.59	43.19%
					Friend's Purchases	£ 512.34	£ 732.32	£ -	£ 1,244.66	0.00%
<b>TOTAL INCOME</b>	<b>£ 123,214.77</b>	<b>£ 77,633.77</b>	<b>£ 45,581.00</b>	<b>63.01%</b>	<b>TOTAL EXPENDITURE</b>	<b>£ 15,677.07</b>	<b>£ 197,308.49</b>	<b>£ 79,852.39</b>	<b>£ 132,620.83</b>	<b>40.47%</b>

<b>Period: 1st September 2014 to 31st August 2015</b>			
Budgeted income as set by the Council in its Budget Cycle.			
Actual invoiced income is 125.43% of the predicted income and 42.77% of the maximum possible income (assuming full utilisation of the building 2014/15)			
	Budgeted Income	Actual Invoiced Income	Difference
Sep-14	£6,250.00	£10,312.18	£4,062.18
Oct-14	£6,250.00	£9,052.71	£2,802.71
Nov-14	£6,250.00	£6,727.47	£477.47
Dec-14	£6,250.00	£7,374.93	£1,124.93
Jan-15	£6,250.00	£7,417.35	£1,167.35
Feb-15	£6,250.00	£12,248.21	£5,998.21
Mar-15	£6,250.00	£8,128.12	£1,878.12
Apr-15	£7,500.00	£9,755.24	£2,255.24
May-15	£7,500.00	£8,744.85	£1,244.85
Jun-15	£7,500.00	£7,697.38	£197.38
Jul-15	£7,500.00	£6,365.26	-£1,134.74
Aug-15	£7,500.00	£8,088.01	£588.01
<b>Total</b>	<b>£81,250.00</b>	<b>£101,911.71</b>	<b>£20,661.71</b>



<b>Leigh Community Centre Cash Flow 2012 - 16</b>							
	Month	Invoiced Income	Total Received Income	LTC Revenue Contribution	Total Expenditure	Less Capital Expenditure	Difference
Set-Up Budget	Aug-12	£0.00	£0.00	£1,312.50	£18,046.90	£13,605.11	-£3,129.29
	Sep-12	£0.00	£0.00	£1,312.50	£8,834.63	£3,398.76	-£4,123.37
	Oct-12	£3,800.07	£843.65	£1,312.50	£7,983.50	£320.00	-£5,507.35
	Nov-12	£3,175.57	£5,873.75	£1,312.50	£14,538.07	£3,884.26	-£3,467.56
	Dec-12	£5,610.82	£2,292.98	£1,312.50	£13,521.56	£645.01	-£9,271.07
	Jan-13	£1,764.17	£3,140.72	£1,312.50	£11,496.85		-£7,043.63
	Feb-13	£359.40	£3,169.51	£1,312.50	£10,688.30	£101.09	-£6,105.20
	Mar-13	£9,009.42	£10,554.28	£1,312.50	£16,881.53	£1,050.46	-£3,964.29
	Apr-13	£8,485.47	£1,577.94	£1,958.33	£14,154.71	£1,432.00	-£9,186.44
	May-13	£5,115.71	£6,210.56	£1,958.33	£18,814.15	£3,186.22	-£7,459.04
	Jun-13	£1,698.10	£1,325.01	£1,958.33	£9,632.82		-£6,349.48
	Jul-13	£7,536.48	£10,381.22	£1,958.33	£12,495.25	£157.69	£1.99
	Aug-13	£3,893.73	£5,040.27	£1,958.33	£8,515.51	£7.74	-£1,509.17
	Sep-13	£5,849.48	£8,577.68	£1,958.33	£10,872.80	£548.99	£212.20
	Oct-13	£6,730.54	£7,462.20	£1,958.33	£11,178.93	£120.00	-£1,638.40
	Nov-13	£4,945.07	£6,067.27	£1,958.33	£11,753.43	£1,387.49	-£2,340.34
	Dec-13	£3,510.93	£4,785.96	£1,958.33	£11,279.18		-£4,534.89
	Jan-14	£12,297.41	£7,022.15	£1,958.33	£16,201.78	£1,065.00	-£6,156.30
	Feb-14	£8,795.92	£10,505.03	£1,958.33	£10,075.28	£23.79	£2,411.87
	Mar-14	£7,205.25	£9,393.62	£1,958.33	£14,246.18	£2,442.83	-£451.40
	Apr-14	£6,094.61	£5,023.84	£1,958.33	£11,483.00	£817.18	-£3,683.65
	May-14	£7,433.50	£5,127.62	£1,958.33	£10,825.52	£53.07	-£3,686.50
	Jun-14	£7,100.74	£8,550.17	£1,958.33	£14,301.39	£2,109.63	-£1,683.26
	Jul-14	£3,433.59	£8,445.22	£1,958.33	£25,713.42	£15,071.28	-£238.59
	Aug-14	£6,296.56	£3,478.77	£1,958.33	£10,124.50	£223.88	-£4,463.52
	Sep-14	£10,312.18	£5,951.65	£1,958.33	£10,917.22	£35.85	-£2,971.39
	Oct-14	£9,052.71	£11,487.66	£1,958.33	£10,004.71	£690.04	£4,131.32
	Nov-14	£6,727.47	£10,658.61	£1,958.33	£13,959.96		-£1,343.02
	Dec-14	£7,374.93	£6,026.04	£1,958.33	£15,438.50	£1,190.82	-£6,263.31
	Jan-15	£7,417.35	£7,519.46	£1,958.33	£13,804.00		-£4,326.21
	Feb-15	£12,949.49	£11,079.19	£1,958.33	£15,131.03	£667.20	-£1,426.31
	Mar-15	£8,128.12	£10,668.67	£1,958.33	£15,643.23	£1,122.50	-£1,893.73
	Apr-15	£9,755.24	£9,509.71	£2,083.33	£12,548.05	£58.82	-£896.19
	May-15	£8,744.85	£7,754.97	£2,083.33	£13,709.15	£181.08	-£3,689.77
	Jun-15	£7,697.38	£8,641.07	£2,083.33	£15,491.14	£0.00	-£4,766.74
	Jul-15	£6,365.26	£10,161.25	£2,083.33	£16,219.54	£761.03	-£3,213.93
	Aug-15	£8,088.01	£6,093.68	£2,083.33	£12,647.56		-£4,470.55
	Sep-15	£10,251.44	£7,331.20	£2,083.33	£12,472.81	£38.11	-£3,020.17
	Oct-15						
		<b>£243,006.97</b>	<b>£247,732.58</b>	<b>£69,999.90</b>	<b>£501,646.09</b>	<b>£56,396.93</b>	<b>-£127,516.68</b>
Total I&E 2012/13		<b>£23,719.45</b>	<b>£25,874.89</b>	<b>£10,500.00</b>	<b>£101,991.34</b>	<b>£23,004.69</b>	<b>-£42,611.76</b>
Total I&E 2013/14		<b>£76,064.09</b>	<b>£78,348.91</b>	<b>£23,499.96</b>	<b>£149,220.02</b>	<b>£10,371.75</b>	<b>-£36,999.40</b>
Total I&E 2014/15		<b>£92,321.25</b>	<b>£94,016.90</b>	<b>£23,499.96</b>	<b>£167,346.48</b>	<b>£21,981.45</b>	<b>-£27,848.17</b>
Total I&E 2015/16		<b>£50,902.18</b>	<b>£49,491.88</b>	<b>£12,499.98</b>	<b>£83,088.25</b>	<b>£1,039.04</b>	<b>-£20,057.35</b>

<b>Number of Bookings Annual Comparison</b>											
	01/04/13 - 30-09-13	01/04/14 - 30/09/14	01/04/15 - 30/09/15	01/04/13 - 30-09-13	01/04/14 - 30/09/14	01/04/15 - 30/09/15	01/04/13 - 30-09-13	01/04/14 - 30/09/14	01/04/15 - 30/09/15	Increase/ Decrease	%
	Bookings	Bookings	Bookings	Income	Income	Income	AIB	AIB	AIB		
Back Office		2									
Café (exclusive)	11	7	19	£ 364.32	£ 459.00	£ 659.11	£ 33.12	£ 65.57	£ 34.69	£ 1.57	4.74%
Café Counter	4	1		£ -	£ -	£ -	£ -	£ -		£ -	
Cancelled Booking	22	15	30	£ 200.97	£ 335.06	£ 535.50	£ 9.14	£ 22.34	£ 17.85	£ 8.72	95.40%
Foyer	3	8	2	£ -	£ 50.00	£ -	£ -	£ 6.25	£ -	£ -	
Lower Hall	166	260	313	£12,226.54	£13,934.51	£16,010.98	£ 73.65	£ 53.59	£ 51.15	-£ 22.50	-30.55%
Overpayment/Credit			4			-£ 110.50			-£ 27.63	-£ 27.63	
Room 1	116	142	165	£ 1,812.70	£ 2,119.31	£ 3,361.01	£ 15.63	£ 14.92	£ 20.37	£ 4.74	30.35%
Room 3	172	233	255	£ 2,570.04	£ 3,625.55	£ 4,001.40	£ 14.94	£ 15.56	£ 15.69	£ 0.75	5.02%
Room 4	161	264	340	£ 4,843.48	£ 7,892.64	£ 8,858.14	£ 30.08	£ 29.90	£ 26.05	-£ 4.03	-13.40%
Room 5	90	182	198	£ 891.55	£ 3,378.56	£ 4,215.88	£ 9.91	£ 18.56	£ 21.29	£ 11.39	114.94%
Room 6	79	119	162	£ 555.65	£ 1,423.36	£ 2,022.42	£ 7.03	£ 11.96	£ 12.48	£ 5.45	77.49%
Room 7	190	192	207	£ 4,012.19	£ 4,592.11	£ 4,359.38	£ 21.12	£ 23.92	£ 21.06	-£ 0.06	-0.27%
Room 8	106	208	181	£ 2,041.91	£ 2,660.21	£ 3,063.65	£ 19.26	£ 12.79	£ 16.93	-£ 2.34	-12.13%
Room 9	4	9	3	£ 15.75	£ 172.20	£ -	£ 3.94	£ 19.13	£ -	-£ 3.94	
<b>Total</b>	<b>1124</b>	<b>1642</b>	<b>1879</b>	<b>£29,535.10</b>	<b>£40,642.51</b>	<b>£46,976.97</b>					
Average Income per booking				<b>£ 26.28</b>	<b>£ 24.75</b>	<b>£ 25.00</b>					



<b>Community Facilities</b>		
	Income	Expenditure
LCC Income	132,100	
LCC Expenditure		68,900
LCC Staffing		134,476
Highways		8,050
Skate Park Expenditure		4,550
Skate Park Staffing		3,921
Strand Wharf Expenditure		450
Strand Wharf Staffing		2,000
	<b>£ 132,100</b>	<b>£ 222,347</b>

Sheet 3		
T & H Budget 1st Draft 2016/17		
Heading	Income	Expenditure
School Crossing Patrols	0	4,500
Bus Shelter Cleaning/Maintenance	0	3,000
New Bus shelters	0	0
Highways Infrastructure	0	0
Bollards	0	250
Phone Box	0	300
Staff Costs	0	
<b>Total</b>		<b>8,050</b>

Sheet 10		
<b>Budget 2016/17</b>		
<b>Skate Park</b>	<b>Income</b>	<b>Expenditure</b>
Rent		50
Cleaning		2000
Electricity		500
Miscellaneous		300
Grass Cutting		700
Staff costs		3921
Skate Park Maintenance		1000
<b>Totals</b>		<b>8471</b>
<b>Strand Wharf</b>	<b>Income</b>	<b>Expenditure</b>
Cleaning Staff Costs		2000
Maintenance		300
Electricity		150
		2450

Sheet 9		
LCC Budget 2016/17		
	<b>Income Budget</b>	<b>Expenditure Budget</b>
Hiring Income	£105,000.00	
LTC Building Contribution	£25,000.00	
Bursary Fund	£1,500.00	
LTC Events Hire	£600.00	
Insurance		£2,800.00
Rates		£8,000.00
Gas		£6,500.00
Electric		£9,000.00
Water		£1,700.00
Catering		£0.00
Communications		£1,600.00
Cleaning & Waste / H&S		£7,000.00
Advertising		£3,000.00
Security / Alarms		£2,300.00
Internal Maintenance		£10,000.00
External Maintenance		£6,500.00
Miscellaneous		£2,000.00
Licences		£1,000.00
IT		£1,000.00
Janitorial Costs		£500.00
Contingencies		£2,000.00
Salaries / Payroll		£134,476.00
Equipment & Fittings		£4,000.00
<b>Totals</b>	<b>£132,100.00</b>	<b>£203,376.00</b>
Net Revenue Budget Deficit		£71,276.00

	2016/17		2015/16		2014/15		2013/14	
	Income Budget	Expenditure Budget	Income Budget	Expenditure Budget	Income Budget	Expenditure Budget	Income Budget	Expenditure Budget
Hiring Income	£105,000.00		£94,000.00		£70,000.00		£46,000.00	
LTC Building Contribution	£25,000.00		£25,000.00		£23,500.00		£23,500.00	
Bursary Fund	£1,500.00		£1,400.00		£1,000.00		£1,000.00	
LTC Events Hire	£600.00		£600.00					
Insurance		£2,800.00		£2,800.00		£2,800.00		£3,000.00
Rates		£8,000.00		£8,000.00		£7,800.00		£7,800.00
Gas		£6,500.00		£7,500.00		£7,500.00		£3,000.00
Electric		£9,000.00		£7,000.00		£5,500.00		£3,500.00
Water		£1,700.00		£1,700.00		£1,200.00		£1,000.00
Catering		£0.00		£0.00		£0.00		£200.00
Communications		£1,600.00		£1,500.00		£2,000.00		£2,000.00
Cleaning & Waste / H&S		£7,000.00		£4,200.00		£3,900.00		£6,800.00
Advertising		£3,000.00		£1,000.00		£2,500.00		£1,000.00
Security / Alarms		£2,300.00		£1,200.00		£1,000.00		£1,000.00
Internal Maintenance		£10,000.00		£10,000.00		£14,000.00		£8,500.00
External Maintenance		£6,500.00		£6,500.00		£7,500.00		£7,500.00
Miscellaneous		£2,000.00		£2,000.00		£2,000.00		£2,000.00
Licences		£1,000.00		£1,000.00		£1,000.00		£650.00
IT		£1,000.00		£1,000.00		£1,600.00		£1,000.00
Janitorial Costs		£500.00		£500.00				£600.00
Contingencies		£2,000.00		£2,000.00		£4,500.00		£9,500.00
Salaries / Payroll		£134,476.00		£128,308.00		£95,390.33		£75,903.99
Equipment & Fittings		£4,000.00		£3,000.00				
Non-Recoverable VAT				£8,756.49				
<b>Totals</b>	<b>£132,100.00</b>	<b>£203,376.00</b>	<b>£121,000.00</b>	<b>£197,964.49</b>	<b>£94,500.00</b>	<b>£160,190.33</b>	<b>£70,500.00</b>	<b>£134,953.99</b>
Net Revenue Budget Deficit		£71,276.00		£76,964.49		£65,690.33		£64,453.99



# 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 Richard Herbert  
 Vice Chairman: Cllr Carole Mulroney  
 Town Clerk: Paul Beckerson

## COMMUNITY FACILITIES COMMITTEE MEETING – TUESDAY 6<sup>TH</sup> OCTOBER 2015

### BURSARY FUND APPLICATIONS

Have received several applications for bursaries for the upcoming 6 month period from 1<sup>st</sup> October 2015 – 1<sup>st</sup> April 2016:

1. Leigh Maritime CIC  
*Working to boost visitors in Old Leigh by opening a Maritime Museum.*
2. Endeavour Trust  
*Ongoing maintenance & community education in respect of the Leigh Little Ship*
3. Lady McAdden Breast Screening Trust  
*Providing breast & osteoporosis screening and care.*
4. Southend Pier Mentoring (Formerly AMIGOS Mentoring)  
*Training volunteers to work with families from deprived & vulnerable areas in Southend.*
5. Leigh Port Partnership  
*Raising & administrating funding for Fisheries Local Action Group*
6. SABUG – Southend Area Bus User Group  
*Liaise with SBC & ECC and all commercial bus companies in area to feedback concerns & issues.*

Group	One Off/Regular Meeting?	Accounts Seen?	Cost Estimate	Bursary Recommendation
Leigh Maritime CIC	Regular Meeting – 6 x 2hr meetings	Y	£84.00	<b>FULL BURSARY</b>
Endeavour Trust	Regular Meeting – 6 x 2hr meetings	Y	£84.00	<b>FULL BURSARY</b>
Lady McAdden Breast Screening Trust	One Off – Quiz Night/Craft Fair	Y	£193.00	<b>33% BURSARY - £64.00</b>
Southend Pier Mentoring	One Off – Volunteer Training	N	£281.25	<b>33% BURSARY - £93.25</b>
Leigh Port Partnership	Regular Meeting – 6 x 3hr meetings	Y	£126.00	<b>FULL BURSARY</b>
SABUG	Regular Meeting – 6 x 1.5hr meetings	Y	£99.00	<b>FULL BURSARY</b>