



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

Members are requested to attend a meeting of the
COMMUNITY FACILITIES COMMITTEE of Leigh-on-Sea Town Council
on **Tuesday 3rd April 2018** at Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea
commencing at **7.30 pm**.

Committee Membership

Cllrs: *Jill Healey, Richard Herbert, Valerie Morgan, Carole Mulroney (Chairman), Declan Mulroney, Ron Owen (Vice Chairman), Vivien Rosier and Jane Ward.*

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 6TH FEBRUARY 2018
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#)) page 7

COMMUNITY FACILITIES

7. STRAND WHARF

The Town Clerk was recently advised by SBC that the Traffic Regulation Order is being re-advertised. Liaison continues between all solicitors to have the lease formalised as soon as possible after the TRO is completed.

The Leigh-on-Sea Town Council emblem now flies proudly on the Wharf following the repair of the flag pole. Some minor maintenance has been undertaken recently with regard to the lighting.

8. SKATE PARK

A meeting of the Leisure Development Sub-Committee is to be arranged to enable matters to proceed following the resolution of P&R Committee 6th March 2018 (minute 97).

COMMUNITY CENTRE

9. ARTS GROUP REPORT BY CLLR ROSIER

The hanging rail system has been improved enabling a larger exhibition space.

10. REPORT ON ADMINISTRATION

The Childrens' holiday programme continues to go from strength to strength with many events now selling out very much in advance of the event. Over 300 children came along to the events held in February half term, with a Dinosaur themed programme. A large number of emails were added to our mailing list as a result of the popularity of these events. The week was a great success on all fronts, with private bookings being made for parties later in the year, and ran very smoothly. The Community Centre has become the 'go to' place for entertaining children during school holidays.

Report 2687 ([Appendix 2](#) page 8) is presented by the Bookings/Administration Assistant as it was felt it would be of interest to members.

11. LCC TERMS & CONDITIONS ([Appendix 3](#)) page 9 – **DECISION ITEM**

A review of the document has been undertaken to ensure that it meets the GDPR regulations coming into effect 25th May 2018. At the same time there have been a few minor amendments to confirm working practices that hirers need to be aware of.

It is **RECOMMENDED** that the Committee adopt the amended Terms & Conditions for implementation with immediate effect for hirers.

12. FACILITIES REPORT

The Town Clerk is now in receipt of the measured survey and a report from Johnson Gillies. A meeting will be arranged by the Town Clerk to discuss this with them in view of the repair programme recently resolved by Council. As a courtesy the Chairman and Vice Chairman of the LCC Sub-Committee along with the Events & Projects Officer will be invited to attend. This meeting will be reported to LCC Sub-Committee. In accordance with the Terms of Reference LCC Sub-Committee will guide the implementation of the repair project with appropriate monitoring.

13. LORNA & LOTTIE'S REPORT

Figures for the first 2 months of the new financial year for the café show a profit. The first quarter will be reported at the June CFC meeting. The café continues to experiment with hours to complement bookings and also continue with their in-house training. At present they are currently open 49.5 hours weekly. Currently staff have the following levels of hygiene certificates – Level 3 (1), Level 2 (3) and Level 1 (3).

FINANCIAL

14. COMMITTEE BUDGET REPORT ([Appendix 4](#)) page 14

15. CONSIDERATION OF DEBTOR ISSUE - **DECISION ITEM**

Further to minute 78 (CFC 6th February 2018), a claim was submitted and with no response from the debtor, judgement was entered against them 14th February 2018 as this incurred no further cost to the Council. Attempts have been made to locate a current address via visits to a commercial address and the private address held on record. Other means have also failed to locate the debtor's whereabouts. Any further action to locate the debtor in order to enforce the judgement is likely to incur considerable cost with no guarantee of success. With the

judgement in place, should the debtor come to the attention of the Council in future, we would have the option to pursue payment at that point.

It is therefore **RECOMMENDED** that the Committee with **recommendation to Council** under Financial Regulation 9.4 write off the debt in the Council accounts, whilst maintaining the option to pursue in the future.



Helen Symmons
Town Clerk
27th March 2018

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



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MINUTES OF A MEETING COMMUNITY FACILITIES COMMITTEE
6th FEBRUARY 2018
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulrone (Chairman), Ron Owen (Vice Chairman), Jill Healey, Valerie Morgan, Declan Mulrone, Vivien Rosier and Jane Ward

In attendance: Cllr Caroline Parker plus Helen Symmons (Town Clerk) and Graham Davison (Facilities Manager)

The meeting opened 7.30pm

71. CHAIRMAN'S OPENING REMARKS

As it had been 100 years since some women were granted the vote in the country, the Chairman highlighted the fact that in 1908 Mary Spencer Warren stood for the Leigh on Sea Urban District Council. Even though she did not have the right to vote, she was allowed to stand for Council. Unfortunately it was unknown as to whether she got in as the papers thereafter had been lost. The necessary housekeeping announcements were made.

72. APOLOGIES FOR ABSENCE

Cllrs: Donald Fraser and Richard Herbert

73. DECLARATION OF MEMBERS' INTERESTS

Cllr Carole Mulrone 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. She also declared a non-pecuniary interest in Agenda item 9 as a Committee member of the Leigh Society.

Cllr Declan Mulrone declared a non-pecuniary interest in Agenda item 9 as a Committee member of the Leigh Society.

74. APPROVAL OF MINUTES OF THE MEETING OF 5TH DECEMBER 2017

The minutes of the meeting of 5th December 2017 were agreed and signed by the Chairman as a true and accurate record of the meeting.

75. LCC COMMITTEE MEETING 10TH JANUARY 2018 – **Agenda Item 5**

The Committee **NOTED** the minutes and **RESOLVED** the recommendations that had been made as follows:

- a) That the Committee continue with the Johnson Gillies design as the preferred option and that a measured survey be undertaken.
- b) That Johnson Gillies instruct the local company to undertake the measured survey at a cost of £3110 + VAT

The Committee further **RESOLVED** to vire £3110 from EMR CC Refurbishment & Equipment to P&R Professional fees budget to pay for the measured survey.

76. REPAIRS AND MAINTENANCE – Agenda Item 6

The Facilities Manager gave a presentation of the deterioration to the Community Centre resulting from water damage because of the dilapidated roof and lantern light areas and the issues with regard to the pigeon problem.

The Committee recognised the seriousness of the situation and the Town Clerk presented a report relating to repair expenditure and internal funding provision available to tackle the identified works needing attention firstly in the budget years 2018/19 – 2019/20 and then beyond.

The Committee Chairman explained that the measured survey may not be received in time for the P&R meeting 6th March, hence the recommendation to progress the matter direct to Council if CFC passed the motion. As the Chairman of Council expressed that she would not agree on the matter under Standing Order 10(c) with the Proper Officer, following a proposal (Cllr C Mulroney, seconded Cllr Morgan) the Committee **RESOLVED** that it would submit any recommendation to an Extra Ordinary Meeting of P&R Committee if necessary (the recommendations being the sole items on the Agenda).

The Committee **RESOLVED** that a repair budget of £389,984.63 be **RECOMMENDED to P&R Committee and then Council** to undertake the Phase 1 repair works identified by the Town Clerk and Johnson Gillies. This budget to be funded as follows to a separate project fund:

Capital Reserve	£138,407.95
Major Project budget 2018/19	£50,000.00
Major Project budget 2019/20	£50,000.00
CC Infrastructure Costs EMR & budget 2018/19	£35,576.68
CC External Maintenance EMR & budget 2018/19 & 19/20	£88,000.00
CC Internal Maintenance EMR & budget 2018/19 & 19/20	<u>£28,000.00</u>
TOTAL	<u>£389,984.63</u>

The Committee **RESOLVED** that advice be sought on the VAT implications for the project.

77. PUBLIC REPRESENTATIONS

There were none

78. TOWN CLERK'S REPORT

The Committee **NOTED** the report and the Town Clerk provided an update on the outstanding debtor position. If it was confirmed that the debtor was still in residence at the address held for them, then a Judgement request would be made.

COMMUNITY FACILITIES

79. STRAND WHARF

The Committee **NOTED** the report

80. SKATE PARK – Agenda Item 10

The Committee **NOTED** the minutes and **RESOLVED to RECOMMEND to P&R Committee and then Council** that 200mm concrete works be the preferred option at a budget of £30,000. A funding request from Capital Reserves for the project would be confirmed at the meetings subject to eligibility for grant funding from Sports England.

COMMUNITY CENTRE

81. ARTS GROUP

The Committee **NOTED** the report.

82. REPORT ON ADMINISTRATION

The Committee **NOTED** the report and the Town Clerk highlighted how busy the Bookings Administrator had been of late with all staff assisting where possible to assist with the workload.

83. FACILITY MANAGER'S REPORT – **Agenda Item 13**

The Committee **RESOLVED** the budget of £2,500 from the LCC External Maintenance budget for a full clean and solution to the pigeon problem and that the Facilities Manager in consultation with the Town Clerk and Chairman of the Committee undertake this matter with appropriate contractors following updated quotes.

84. LORNA AND LOTTIE'S REPORT

The Committee **NOTED** the report

85. CAFÉ LICENCE – **Agenda Item 15**

The Committee **NOTED** the information and **RESOLVED** that the Town Clerk be authorised to renew the Licence following the annual review meeting with the Licensee and Chairman of CFC Committee.

FINANCIAL

86. COMMITTEE BUDGET REPORT

The Committee **NOTED** the reports.

87. TO CONSIDER ANY UNDERSPENDS IN 2017/18 BUDGET THAT THE COMMITTEE WISH TO EARMARK AS A RESERVE – **Agenda Item 17**

The Committee **RESOLVED with RECOMMENDATION to P&R Committee** the movement in Earmarked Reserves as per the Agenda item.

88. COMMUNITY CENTRE MEDIUM TERM FINANCIAL PLAN

The Committee **NOTED** the information.

89. DEBTOR POLICY FOR LEIGH COMMUNITY CENTRE – **Agenda item 19**

The Committee **RESOLVED** the Policy.

The meeting closed at 8.27 p.m.

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
05-12-17	70. Outstanding Debtor	RESOLVED to proceed with first stages of Money Claim Online	09-02-18	Judgement made. Debtor no longer at the known address	On CFC Agenda NFA under this minute	
06-02-18	75. LCC Committee	RESOLVED recommendation to continue with JG design as preferred option & measured survey be undertaken at cost of £3110, vire to P&R	09-02-18	Measured survey has taken place. Virement diarised for yr end	NFA under this minute	
06-02-18	76. Repairs & Maintenance	RESOLVED to recommend to P&R then Council repair budget £389,984.63 RESOLVED that VAT advice be sought	06-02-18 06-02-18	Add to P&R agenda DCK attending 19-02-18 to review VAT of Council	NFA under this minute NFA under this minute – will be reported to P&R in due course.	
06-02-18	80. Skate Park	RESOLVED to recommend to P&R then Council 200mm concrete works and seek funding from Capital reserves dependent on Grant eligibility	06-02-18	Add to P&R Agenda	NFA under this minute	
06-02-18	83. Facility Manager's Report	RESOLVED £2500 budget for full clean and solution to pigeon problem	20-03-18	FM to obtain up to date quotes	This is now part of the repair project resolved at Council 20-03-18. NFA under this minute	
06-02-18	85. Café License	RESOLVED Town Clerk to renew following annual review meeting	15-02-18	Review meeting held and Licence renewed	NFA	
06-02-18	87. Underspends	RESOLVED to recommend to P&R movement in EMR as per agenda item	06-02-18	Add to P&R Agenda	NFA under this minute	
06-02-18	89. Debtor Policy	RESOLVED	06-02-18	Implemented internally	NFA	

Report 2687/HM

Having been made aware of an exert from a council report from May 1961, which highlights the use of Leigh Community and Youth Centre in the year 1960, I thought it would be interesting to carry out a small comparison of the use of the centre then and the use of Leigh Community Centre in the present day.

COMMUNITY AND YOUTH CENTRES

The Leigh Community and Youth Centre was again very fully used, the number of individual lettings continuing at the same high rate as in previous years, and exceeding 2,000. Of these lettings, 386 were made to morning and afternoon Adult Community Organisations for classes in a variety of subjects, including drama, embroidery, handicraft, keep fit, dressmaking and choral work ; the demand for accommodation for these classes continued to grow. Various affiliated youth organisations booked parts of the premises on 121 occasions for activities such as classes of instruction, concerts, drama productions and dances. The Workers' Educational Association were allocated rooms on five evenings of the week to accommodate their comprehensive programme of classes. Altogether, 139 organisations were recognised as approved users of the centre by the end of the year, 76 of these being granted the use of accommodation on various occasions.

In the year 1960, Leigh Community and Youth Centre had approximately 2000 individual "lettings", in the year 2017 Leigh Community Centre had 4754 individual room bookings.

In 1960, 386 of their bookings were made up of adult community groups carrying out classes in subjects such as drama, embroidery, handicraft, keep fit, dressmaking and choral work.

Currently the majority of our room hire is booked by adult community groups and we still have classes in all the above subjects taking place in the centre today.

In 1960, 121 bookings were made by youth affiliated organisations, including drama performance and dance.

Last year, 172 bookings were made for youth affiliated groups. These include Hip Hop and breakdancing classes, Acrobatics for ages 4-14, Yoga for those with special needs aged 10-16, and 1 drama performance by the N-Act Theatre Group aimed at Primary and Secondary age students.

In 1960, 139 organisations were recognised users. Currently, we have 202 recognised users.

The WEA (Workers Educational Association) were the centres biggest hirer back in 1960, taking up rooms on 5 evenings of the week. The WEA do still hire rooms with us on a Monday and Thursday afternoon for their programme of classes.

The biggest change we have seen in the centre's use in current day is the introduction of mother and baby groups, this sector of the community is not mentioned in this report from 1960. In 2017, mother and baby groups accounted for 640 individual bookings.

[Agenda](#)

Group Name/Name of Event

Date of event (please write various if booking one or more date)

Name:

Address

Email: Contact Number.....

Signed Date:

All personal data acquired in this form to Leigh-on-Sea Town Council shall only be used for the purposes of this Agreement and shall not be further processed or disclosed without your consent.

Please note that all contact details will be held on our booking system for the purposes of invoicing.

I do NOT wish to receive details of news and events being held at the Community Centre

Leigh Community Centre (the Centre) is managed by Leigh-on-Sea Town Council.

General

Office opening hours are between 9.00 and 17:00 Monday to Thursday and 9.00 and 16.30 on Fridays. During other times the Centre will be open when events are booked.

The hirer shall only be permitted to use the room(s) between the times agreed in writing with the Centre. All rooms are charged at an hourly rate, rounded up to the nearest 15 minutes.

The Council reserves the right to decide upon the area in the building where a meeting or exhibition can be held. If there is a perceived level of controversial content which some people may find unsuitable for general participation or public viewing, relevant notices must be displayed advising attendees of any such content.

The Hirer shall not use the room(s) for any purpose other than that described in the booking form and shall not sub-hire or use the room(s) or allow the room(s) to be used for any unlawful purpose. This includes the consumption or sale of alcoholic liquor. If there is any doubt regarding the authenticity or interests of the group requesting the hiring the Council reserves the right to refuse the booking.

The Council reserves the right to move a hirer to a different room.

All bookings must be paid for in advance.

Bookings

Bookings can only be taken from people over the age of 18.

Bookings are considered to be provisional until the Terms and Conditions Form is signed. Provisional bookings will be held for a period of 14 days. If the booking is taken in a period of less than seven days before the event, the form must be signed and full payment made by return. Any provisional booking that has not been confirmed 7 days prior to the booking time will be cancelled.

All bookings must start and end at the agreed time. Any request for additional time at the beginning of a booking or any bookings running over the stated time on the booking form will result in additional charges. Early access to rooms is only with the express permission of the Council.

Some bookings may require extra staffing/security to be on site, this will be discussed at the time of the booking and will incur additional costs.

End of Hire

The Hirer shall be responsible for:

- A leaving the premises and surrounding area in a clean and tidy condition
- B contents temporarily removed from their usual positions should be properly replaced
- C closing any windows opened; switching off lights

Payments & Invoicing

Regular hirers

Will be invoiced monthly in advance and sent on the 18th of the month. All invoices will state clearly that payment MUST be made within 14 days of the invoice date. If payments are consistently poorly managed by the hirer, the Council reserves the right to cancel existing bookings and refuse future hire. All invoices will be sent by either email or post. All new regular hirers will be required to pay the first months invoice in full when confirming their booking with a signed T&C form. This payment will be non-refundable.

One off events

As soon as a booking is confirmed by the return of a signed T&C form, an invoice will be produced.

It will clearly state that full payment of the invoice must be made 21 days before the booked event.

If a booking is made within 7 days of the event, full payment will be taken at the time of booking. An invoice will be produced and marked as paid, to provide a receipt for the Hirer.

For all larger events a non-refundable deposit of 20% or £150.00 will be required at the time of booking.

The Hirer will be liable for any cancellation charges incurred for items booked through third parties.

A bar or café service can be provided by Lorna and Lottie's Café. There is no extra charge for this third party service however a minimum spend of £100.00 across the bar is required for larger

<p>D collecting and bagging all rubbish at the end of the hire period</p> <p>E ensuring all guests leave the Centre by the time specified in the booking agreement.</p> <p>Signing In and Out</p> <p>All Hirers are required to sign in before their class and sign out when their room is clear.</p>	<p>events. In the event of cancellation a charge of £25.00 may be applicable.</p> <p>Bookings for parties for 12-21 year olds will not be permitted.</p> <p>Definitions</p> <p>Larger events – any event in the Lower Hall, parties, weddings. Bookings combining rooms 4 & 5.</p> <p>Regular Hirer-any person who has a booking which is repeated 6 times or more in a 12 month period.</p>
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<p>Cancellations</p> <p>Cancellation of a booking must be received by the Council, in writing to enquiries@leighcommunitycentre.com or Leigh Community Centre 71-73 Elm Road, Leigh-on-Sea Essex SS9 1SP not less than seven working days prior to the hire date.</p> <p>The following cancellation fees are liable:</p> <p>One-off Bookings</p> <ul style="list-style-type: none"> • Over 6 weeks notice: No cancellation fee. However for larger events the non-refundable deposit will be retained. • 1-6 weeks notice: 50% of the room fees will be charged • Less than 1 week: Full room fees will be charged <p>Regular Hirers</p> <p>One weeks' notice is required for the cancellation of individual sessions, or the hire fee will be charged in full. Any regular hirers wishing to cease their arrangement with the Community Centre must give one months' notice.</p> <p>The Council reserves the right to cancel or amend a booking at any time, without penalty. No compensation will be given. Hirers will only be entitled to the return of the hire cost.</p>	<p>Scale of Charges</p> <p>The room hire rates will be in accordance with the advertised charges made at the time of booking but may from time to time be subject to alteration. Notice of such alterations will be given at the time of booking.</p> <p>Any changes to a booking made by the hirer, including room changes, may incur an administration charge of up to 5% of the hire charge.</p> <p>Damage</p> <p>The Hirer is responsible for the preservation of good order during the hire period. Any damage caused to the Centre or Centre property as a consequence of the hiring will see the Centre make good the damage and then recover the resultant costs from the Hirer. Under certain circumstances, and for parties and weddings, the Centre Manager will demand a refundable damage deposit. Should the Centre incur any loss of revenue as a result of damage caused by a Hirer then the Hirer will bear the cost of this loss.</p> <p>In the event of any claim being made by any person in respect of any injury, damage or loss which he or they may have sustained or incurred in the room(s) the Hirer shall alone be responsible and indemnify the Centre unless it is as a direct result of the negligence of the Centre or its employees.</p>								
<p>Health & Safety and Regulatory Requirements</p> <p>The Hirer must remain on the site throughout the term of the hiring period and ensure maximum capacity numbers are not exceeded.</p> <p>Under no circumstances are children to be permitted to leave the Community Centre during the course of an event to gather or play in the vicinity of the premises or the car parking area.</p> <p>All electrical equipment brought into the Centre must be by prior arrangement. Proof of safety checks, carried out by competent safety personnel, must be provided before this equipment can be used. Alternatively, the Centre Caretakers can carry out these tests by prior arrangement and for a nominal fee.</p> <p>If the Hirer is involved in providing activities for children or adults at risk; teaching or taking part in physical activity; Public Liability Insurance, as appropriate, must be provided and kept on a central register at the Community Centre. Hirers who provide activities for children or physical activities will hold their own accident report book when on the premises.</p> <p>If the activity requires DBS registration and an Adult Safeguarding Policy or the activity requires a music license, the Hirer must possess these and in so signing the Terms and Conditions confirms such.</p> <p>The Council reserves the right to assure themselves that the hirer has the training, qualifications or experience to deliver classes at the Community Centre.</p> <p>If the Hirer is involved in the preparation or serving/selling of food to the public, they must liaise fully with the Community Centre staff, to ensure that all current legislation, health & safety and insurance requirements are complied with.</p> <p>Dogs and other animals are not admitted to any part of the premises except where a person requires the assistance of an animal trained to assist in the case of disability-</p> <p>No dangerous, hazardous or harmful items, or non-prescription drugs may be brought on to the premises.</p> <p>Prohibited items</p> <table border="0"> <tr> <td>Candles and any naked flames</td> <td>Chewing gum/bubble gum.</td> </tr> <tr> <td>Bicycles & mobility scooters (wheelchair available on site)</td> <td>Flammable liquids, gases and oil</td> </tr> <tr> <td>French chalk or any substance that will increase floor slippage</td> <td>Animals, except assistance dogs</td> </tr> <tr> <td>Any other items likely to cause damage or to be harmful to centre users</td> <td></td> </tr> </table>		Candles and any naked flames	Chewing gum/bubble gum.	Bicycles & mobility scooters (wheelchair available on site)	Flammable liquids, gases and oil	French chalk or any substance that will increase floor slippage	Animals, except assistance dogs	Any other items likely to cause damage or to be harmful to centre users	
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<p>Smoking Policy</p> <p>No smoking is permitted within the Centre's premises or anywhere outside the premises except in the designated area at the back of the building.</p> <p>Bouncy Castles</p> <p>Bouncy Castles are only permitted in the Lower Hall due to weight and height restrictions within the building.</p> <p>Music and Noise Levels</p> <p>All Hirers must comply with the mandatory licence conditions relating to noise levels contained in sections 9, 10 and 11 of the conditions in appendix 3 of the premises licence (Available for inspection on request).</p>									

Alcohol

The Centre strictly follows the Challenge 21 policy and will challenge anyone under the age of 21 or appearing to be under the age of 21 attempting to purchase or consume alcohol. Alcohol will not be served to anyone suspected of being drunk or under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly manner will be asked to leave the premises and its immediate vicinity.

Catering Provision

Arrangements for the provision of catering should be made at the time of booking the room.

Responsibility for Loss of Property

In no circumstances will the Centre accept responsibility for the loss, theft or damage to property belonging to the Hirer or their Group, which has been left, deposited or brought into the Centre's premises, or left with any member of the Centre's staff. If as a result of this damage or loss, the Centre itself incurs any costs, the Hirer or their Insurer shall be required to indemnify the Centre against all actions, expenses, claims and demands arising out of, or in any way connected to, the theft, loss or damage.

Conduct & Supervision

The Centre is unable to accept bookings from persons under the age, or believed to be under the age of 18 years.

All Hirers are responsible for ensuring their guests, as a group or individually, cause no nuisance or disturbance to the staff or other users of the premises and that they cause no disturbance when arriving or leaving the premises. The Centre staff reserve the right to terminate the hiring if after due warning a disturbance continues or if the hiring continues significantly past the finishing time stated when the booking was originally made.

The Hirer shall be responsible for ensuring the orderly and safe admission and departure of persons to the booked venue and their safe evacuation in the event of an emergency. All doors and emergency exits to and from the booked venue will remain unobstructed and the Hirer must comply with the wishes of the Centre staff on duty as to the preservation of safety, good order, noise levels and decency of the event or meeting. The Hirer shall ensure that their guests use only the room(s) booked and do not congregate in the corridors or toilets.

The Centre does not advocate the collection of any monies at the point of entry to the event. Insurance requirements demand that if money is to be collected on entry then the Group or Organisation collecting the money must demonstrate beforehand they have Public Liability cover up to five million pounds (£5m) before they can do so. Should this not apply it is required that if any entry fee is required from guests, this should be obtained outside of the Centre's premises. Sales of goods at events are only permitted with prior authorisation from the Centre; however no liability is accepted by the Centre in connection with these transactions.

Hirers are expected to be courteous to staff at all times.

Failure of Heating or Lighting

No responsibility will be accepted, or compensation paid by the Centre in the event of any failure of heating or lighting which causes the booked event to be terminated or interrupted.

Right of Entry

Centre staff on duty at the time of the hiring, reserve the right to refuse entry to any individual, or groups of individuals, whose presence in the opinion of the Centre staff member, is likely to be prejudicial to the interests of the Centre, or cause a disturbance to the good order of the booking. No liability will be accepted by the Centre by such actions being initiated.

Alterations and Decorations

The Hirer shall not cause or permit any interference with, or alteration to, the lighting, heating, seating, means of escape, fittings, fixtures, apparatus or furnishings of the Centre.

Any decorations, flags, banners, signs, posters or placards requiring to be displayed will only be permitted at the discretion of the Centre staff on duty. Arrangements for these displays must be made at the time of booking and confirmation received.

Any adhesive material, tacks, screws, nails or hooks used to display this material and driven into the walls, or furniture of the hired premises will be regarded as damage, the repair of which will then become a chargeable item to the person or Group making the booking.

Insurance

The Centre provides insurance cover in respect of its own buildings, furniture and fittings. This cover does not extend to goods, equipment or anything other than that provided by the Centre. Hirers are advised to obtain additional insurance if they consider it necessary. This will particularly apply to any Hirers handling money as a consequence of a sale of goods at their event who will be asked prior to the booking being accepted.

Bill Posting

The Hirer may not advertise, promote or announce any event to be held at the Centre until they have received a Confirmation of

Booking and approval from the Council. The Centre reserves the right to cancel any event that has been found to be advertised in this manner.

No Posters, flyers and A Boards can only be displayed without the express permission of Council and any such material for external events not in the LCC shall also be at the express permission of the Council.

Leigh Community Centre – Terms and Conditions – April 2018

[Agenda](#)

COMMUNITY FACILITIES BUDGET 2017/18										
INCOME	Budget 2017/18	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2017/18	Expenditure	Balance	% Spent
LCC Hire Income	£ 125,000.00	£ 114,069.17	£ 10,930.83	91.26%	LCC Expenditure	£ 43,621.00	£ 114,000.00	£ 50,702.32	£ 106,918.68	44.48%
LTC Premises Contribution	£ 27,000.00	£ 27,000.00	£ -	100.00%	LCC Staffing		£ 139,800.00	£ 128,651.00	£ 11,149.00	92.03%
Other Income*	£ 4,446.61	£ 8,156.16	-£ 3,709.55	183.42%	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	£ 1,564.48	-£ 264.48	120.34%
Strand Wharf		£ -			Skate Park Expenditure	£ 4,402.00	£ 3,550.00	£ 1,776.31	£ 6,175.69	50.04%
LCC Fundraising		£ 262.44			Skate Park Staffing		£ 4,000.00	£ 3,481.89	£ 518.11	87.05%
					Strand Wharf (Capital)	£ 2,276.00		£ 2,880.16	-£ 604.16	
					Paddling Pool	£ 1,659.70	£ 500.00	£ -	£ 2,159.70	0.00%
Total Income	£ 156,746.61	£ 149,787.77	£ 7,221.28	95.56%	Total Expenditure	£ 53,289.70	£ 268,450.00	£ 189,356.16	£ 132,383.54	58.85%

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

STRAND WHARF DETAILED BUDGET 2017/18						
EXPENDITURE	EMR	Budget 2017/18	Income	Expenditure	Balance	% Spent
Strand Wharf Running Costs		£ 50.00		£ -	£ 50.00	0.00%
Maintenance		£ 1,000.00		£ 779.35	£ 220.65	77.94%
Electricity		£ 150.00		£ 192.08	-£ 42.08	128.05%
Memorial Plaques/Planters	3634.72	£ 100.00	£ -	£ 593.05	-£ 493.05	15.88%
TOTAL EXPENDITURE	£ 3,634.72	£ 1,300.00	£ -	£ 1,564.48	-£ 264.48	120.34%

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	£ 114,069.17	£ 10,930.83	91.26%	Insurance		£ 2,800.00	£ 2,827.35	-£ 27.35	100.98%
LTC Building Contribution	£ 27,000.00	£ 27,000.00	£ -	100.00%	Business Rates		£ 8,000.00	£ 7,689.00	£ 311.00	96.11%
			£ -		Utilities		£ 20,300.00	£ 11,062.19	£ 9,237.81	54.49%
LTC Events Hire	£ 300.00	£ -	£ 300.00	0.00%	Catering		£ 700.00	£ 1,146.39	-£ 446.39	163.77%
Events at LCC	£ 1,500.00	£ 6,390.60	-£ 4,890.60	426.04%	Infrastructure Costs + F&F (Capital)	£ 22,577.00	£ 5,000.00	£ 5,346.47	£ 22,230.53	106.93%
Coffee Machine Recovery	£ 1,146.61	£ 1,146.61	£ -	100.00%	Professional Fees	£ 5,000.00	£ 2,000.00	£ 5,735.52	£ 1,264.48	286.78%
Other Income	£ 1,500.00	£ 618.95	£ 881.05	41.26%	Cleaning & Waste / H&S		£ 7,000.00	£ 6,157.49	£ 842.51	87.96%
			£ -		Advertising & Website		£ 3,100.00	£ -	£ 3,100.00	0.00%
Grants Received		£ -	£ -		Security & Alarms		£ 500.00	£ 1,006.97	-£ 506.97	201.39%
Friends Fundraising		£ 262.44	-£ 262.44		Internal Maintenance		£ 13,000.00	£ 5,002.26	£ 7,997.74	38.48%
					External Maintenance		£ 42,000.00	£ 259.49	£ 41,740.51	0.62%
					Miscellaneous		£ 2,800.00	£ 1,462.71	£ 1,337.29	52.24%
					Licences		£ 2,300.00	£ 1,649.20	£ 650.80	71.70%
					IT		£ 1,000.00	£ 545.92	£ 454.08	54.59%
					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	£ 3,719.66	-£ 2,719.66	371.97%
					Salaries (Admin)		£ 44,664.00	£ 40,507.77	£ 4,156.23	90.69%
					Salaries (Janitorial)		£ 95,136.00	£ 88,143.23	£ 6,992.77	92.65%
					Friend's Purchases	£ 1,949.00	£ 262.44	£ -	£ 2,211.44	
TOTAL INCOME	£ 156,446.61	£ 149,225.33	£ 7,221.28	95.38%	TOTAL EXPENDITURE	£ 43,621.00	£ 253,800.00	£ 179,353.32	£ 98,631.97	70.67%

COMMUNITY FACILITIES		2017/18				
EXPENDITURE	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		£ -			£ -	
TOTAL EXPENDITURE	£ 1,331.00	£ 5,300.00	£ 300.00	£ 300.00	£ 6,631.00	4.52%

SKATE PARK DETAILED BUDGET		2017/18			
EXPENDITURE	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	£ 758.63	£ 241.37	75.86%
Electricity		£ 500.00	£ 174.53	£ 325.47	34.91%
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	£ 200.00	£ 800.00	20.00%
Staffing Costs		£ 4,000.00	£ 3,481.89	£ 518.11	87.05%
TOTAL EXPENDITURE	£ 4,402.00	£ 7,550.00	£ 5,258.20	£ 6,693.80	69.65%

[Agenda](#)