



Leigh-on-Sea Town Council

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Chairman: Cllr Carole Mulroney
Vice Chairman: Cllr Caroline Parker
Town Clerk: Paul Beckerson



MINUTES OF A MEETING OF THE LEIGH COMMUNITY CENTRE COMMITTEE HELD AT 7.30PM ON TUESDAY 15th JANUARY 2013 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Richard Herbert (Chairman), Mark Bromfield, Syrie Cox, Carole Mulroney and Caroline Parker (from Min 27)

In attendance: Cllr Donald Fraser, Vanda Moyse (LCC Manager), Paul Beckerson (Town Clerk)

The meeting opened at 7.35pm

26. CHAIRMAN'S OPENING REMARKS

The Chairman thanked the LCC Manager for attending the Centre on New Year's Eve to enable a hirer to celebrate the occasion. The Chairman noted that members had many ideas and suggestions regarding the Centre and asked that these be sent directly to the LCC Manager with a copy to the Chairman.

27. APOLOGIES FOR ABSENCE

Cllr Patsy Ryan

Cllr Caroline Parker joined the meeting

28. MINUTES OF MEETING HELD ON 18th DECEMBER 2012

The minutes of 18th December 2012 were agreed and signed by the Chairman.

29. DECLARATION OF MEMBERS' INTERESTS

Cllr Donald Fraser declared a non-pecuniary interest in agenda items 5 (Bursary Fund) and 8 (Room Hire Rates) as a member of two groups that hire rooms in the Centre.

Cllr Mark Bromfield declared a non-pecuniary interest in agenda item 8 (Room Hire Rates) as a user of the Centre.

30. BURSARY FUND

The Chairman gave a brief explanation as to why the fund had been set-up. Users of the meeting room in 67 Elm Road often had the room free of charge as there was little to no cost to the Council, staff not having to be present. Now the Council had moved into the LCC staff had to be present at all times therefore costs are incurred to enable hirer use. It was inevitable that there would be a demand for free use of the LCC but this was not possible if the Council is to limit its financial commitment.

The £1,000 bursary fund had been set up by the Council to assist those groups who would be disadvantaged by the hiring charges. The purpose of this agenda item was to decide the criteria and methods of selection.

Members then suggested the information that should be considered:

- Fill in a simple application form
- Dates required

- Date of application
- Kind of group (legal entity)
- Goal of the group
- Why they require the bursary
- Income and expenditure
- What benefit do they give to the community
- Are they assisting the economically disadvantaged
- Number of people in the group

Members were clear that a reduction in cost was an option and that it may be possible to seed fund groups for a limited period.

It was **RESOLVED** that a suitable application form would be produced in consultation with the Chairman and that applications be considered every six months.

Additionally existing applicants would be considered outside the bursary procedure (which was not effective until 2013/14) for a concession for the remainder of the year 2012/13.

31. COMMUNITY CENTRE MANAGER'S REPORT (Appendix 1 to the agenda)

The LCC Manager highlighted items in the report. The booking system was now running as expected with a few remaining issues that were being dealt with. It was anticipated that it would be up to date by the end of the week. Concern was expressed at the lack of an SLA and the Town Clerk explained the arrangement with the provider.

A full Marketing and Promotion Plan would be presented to the February meeting of the Committee.

The Centre had been registered for the solemnisation of marriages. Rooms 4, 7 and the Lower Hall, with Room 5 as a Registry/ interview room, would be used. It was intended to re-decorate Room 4 initially with the assistance of the Friends and Madeleine Murphy. Once the works were complete the Registrar will inspect the premises.

Out of hours catering was being dealt with by the Friends (mainly Thursday evening).

32. EXTERNAL REVIEW

Members debated the timing of an external review, the LCC Manager considered that it would be more valuable after the Marketing Plan and Business Plan had been reviewed. In the interim an initial meeting of the Advisory Board would be called to get ideas from them. The proposed Reviewer would be invited to join the Board.

It was **AGREED** to defer consideration of the external review until after the end of the financial year.

33. ROOM HIRE RATES (Appendices 2 and 3 to the agenda)

Members considered the proposals contained in the report. It was noted that some rates had risen while others had fallen. Generally existing discounts had been removed.

The Committee **RESOLVED** to agree the rates as shown in the report. Delegated authority was given to the LCC Manager to adjust and finalise the rates based on present experience of hirers.

34. BUDGET REPORT – Report 2144/LCC – 10th January 2013 – (Appendix 4 to the agenda)

The report was **noted**.

The meeting closed at 8.58pm