



# 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 19<sup>th</sup> FEBRUARY 2013 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD. LEIGH-ON-SEA

Present Cllrs: Richard Herbert (Chairman), Mark Bromfield, Syrie Cox and Carole Mulroney

In attendance: Cllrs Donald Fraser (Until Min 46), Pat Holden and Paul Lawrence, Paul Beckerson (Town Clerk)

### ***The meeting opened at 7.30pm***

#### 35. CHAIRMAN'S OPENING REMARKS

The Chairman thanked the Town Clerk for preparing a Statement of Income to accompany the normal budget reports.

#### 36. APOLOGIES FOR ABSENCE

Cllrs Caroline Parker, Geoff Crawford and Patsy Ryan and Vanda Moyse (LCC Manager)

#### 37. MINUTES OF MEETING HELD ON 18<sup>th</sup> DECEMBER 2012

The minutes of 15<sup>th</sup> January 2013 were agreed and signed by the Chairman.

#### 38. DECLARATION OF MEMBERS' INTERESTS

***Cllr Mark Bromfield declared a non-pecuniary interest as a user of the Centre.***

***Cllr Pat Holden declared a non-pecuniary interest as a user of the Centre.***

***Cllr Donald Fraser declared a non-pecuniary interest as a member of two groups that hire rooms in the Centre.***

#### 39. FUTURE OF YOUTH SERVICES ON ELM ROAD SITE

Members discussed the impact and possible alternative provision if the Connexions Building were demolished. Relocation of the existing users within the Centre would require adaptations which would be paid for by SBC, but there would be implications for other users and bookings to be considered.

The Committee **RESOLVED** to defer the matter to a future meeting.

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

Some members expressed disappointment that the Marketing Plan was not presented to the meeting as promised at last month's meeting. It was explained that it had been necessary to prioritise the workload and that the H&S requirements and HR appraisals were more urgent. It was anticipated that the Marketing Plan would be completed ready for the new financial year.

A general discussion ensued regarding the workload of staff and how this could be ameliorated. The organisation of staffing could be reviewed; with the view expressed that perhaps two high profile tasks did not fit well together and caused additional workload problems. It was pointed out

that a new part time member of staff would be commencing employment on Friday and that it was premature to react at this stage and to let the new post bed down and then undertake any possible review. In order to ensure a balanced use of staff time between the Council's Committees it was suggested that Committee Chairmen could meet to discuss monthly priorities for all tasks undertaken by the Council. No decision was taken on this suggestion.

Specifically with regard to the report this should include more detail so that members were better informed. The section on Volunteers was highlighted as an example; it would have been useful to state how many volunteers were being utilised on what tasks, when and how frequently.

Members noted that the price review had been finalised.

41. VOLUNTEERS – RECRUITMENT AND RETENTION (Appendix 2 to the agenda)

Cllr Mark Bromfield spoke to the report and highlighted the need for a culture that nurtures volunteers for it to be successful. Councillor Cox referred to the 'Get Britain Working Scheme' where unemployed people were put on 6 week work placements to gain experience. It was further suggested that it may be necessary to advertise for a Volunteer Manager to deploy volunteers. The issue of resourcing the scheme was felt to be demanding on staff time and it was suggested that this may be a role that Councillors could undertake.

It was **AGREED** that Cllr Mark Bromfield would produce a report for the next meeting, listing tasks that could be undertaken, the hours required together with possible timings and what resources would be required to implement the scheme.

42. ADVISORY BOARD

Members were advised that interest had not reached expectations and it was necessary to consider alternative arrangements.

The Committee **RESOLVED** to form an Advisory Panel from the people who had expressed interest and to call upon their fields of expertise as and when required.

43. BOOKING SOFTWARE – Report from Cllr Mark Bromfield

Members considered the report in some detail. It was pointed out that the Governance and Audit Working Party had considered the risks to data integrity to be low. There was a Service Level Agreement in place which set out the backup strategies employed and this was deemed to be robust. There was a training session to be held on Monday 25<sup>th</sup> February 2013 where it was intended to resolve all current outstanding issues. Members were advised that the office would be closed on that day and a desk would be set up in the foyer to deal with enquiries.

The Committee **AGREED** that no further action was required.

44. SIGNAGE

Due to the LCC Manager's unavoidable absence there was no report available for consideration.

The Committee **RESOLVED** that the designs would be emailed out for comment the next day with a deadline for replies of Monday 25<sup>th</sup> February 2013 after which time the majority favoured design would be ordered.

45. BUDGET REPORTS – Report 2167/LCC – 13<sup>th</sup> February 2013 – (Appendix 3 to the agenda)

The reports were **noted**.

46. EARMARKED RESERVES

***Cllr Donald Fraser left the meeting.***

It was explained that due to building requirements it would be prudent to carry forward any unspent monies in the Setup and Revenue budgets as earmarked reserves into 2013/14. There was still a need to purchase sound equipment and improve the sound proofing of the Lower Hall which would, in all probability, use up the remaining part of the Setup budget. There was also a desire to redecorate the façade of the building, if funds permitted.

It was proposed that the remaining unspent sums in the Setup and Revenue budgets for 2012/13 be carried forward into 2013/14.

There was a call for a recorded vote.

For the proposal: Cllrs Mark Bromfield, Syrie Cox, Richard Herbert and Carole Mulroney.

Against the proposal: None.

It was therefore **RECOMMENDED** to F&GPC that any unspent monies be carried forward in an earmarked reserve to 2013/14.

47. 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 in item 14 the public and press be temporarily excluded and they are instructed to withdraw (SO.1(c)) - (contractual)

48. INITIAL REVIEW OF PROJECT RISK ASSESSMENT.

The Chairman outlined the process followed.

***The meeting closed at 9.45pm***