



Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Syrie Cox
Town Clerk: Paul Beckerson



MINUTES OF A MEETING OF THE LEIGH COMMUNITY CENTRE COMMITTEE HELD AT 7.30PM
ON WEDNESDAY 3rd DECEMBER 2014 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD.
LEIGH-ON-SEA

Present Cllrs: David Stanley (Vice Chairman), Geoff Crawford, Richard Herbert (until Min 61), Pat Holden, Paul Lawrence, Carole Mulroney and Patsy Ryan

In attendance: Paul Beckerson (Town Clerk) (until Min 66)

The meeting opened at 7.30pm

57. CHAIRMAN'S OPENING REMARKS

The Vice Chairman welcomed members to the meeting.

58. APOLOGIES FOR ABSENCE

Cllrs Syrie Cox, Jerry Holden, Caroline Parker and Ros Coffey (LCC Manager)

59. MINUTES OF MEETING HELD ON 5th NOVEMBER 2014

The minutes of the meeting of 5th November 2014 were agreed as a correct record and signed by the Vice Chairman.

60. DECLARATION OF MEMBERS' INTERESTS

There were none

61. BURSARY APPLICATIONS BY LEIGH FOLK FESTIVAL AND RUCKSACK PROJECT – Officer's Report/RC

Folk Festival – The Committee felt that as the organisation is grant funded by LF&E it was not appropriate to give a further grant. The Committee **RESOLVED** not to award a bursary.

Rucksack Project – The Committee **RESOLVED** to give the £28.30 bursary.

Cllr Richard Herbert left the meeting

62. COMMUNITY CENTRE MANAGER'S REPORT – Report 2450/RC (Appendix 1 to the agenda)

Members requested the draft Marketing Plan be submitted to the Committee in January. The Committee **noted** the report.

63. ELSIE'S PLACE FINANCIAL REPORT – Report 2451/PB (Appendix 2 to the agenda)

The report was **noted**.

64. BUDGET REPORT – Report 2451/LCC – (Appendix 3 to the agenda)

The reports were **noted**.

65. 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 66 the public and press be temporarily excluded and they are instructed to withdraw (SO.3(d)) - (contractual)

66. REPORT BACK FROM CAFETERIA WORKING PARTY – Verbal Report from Convenor

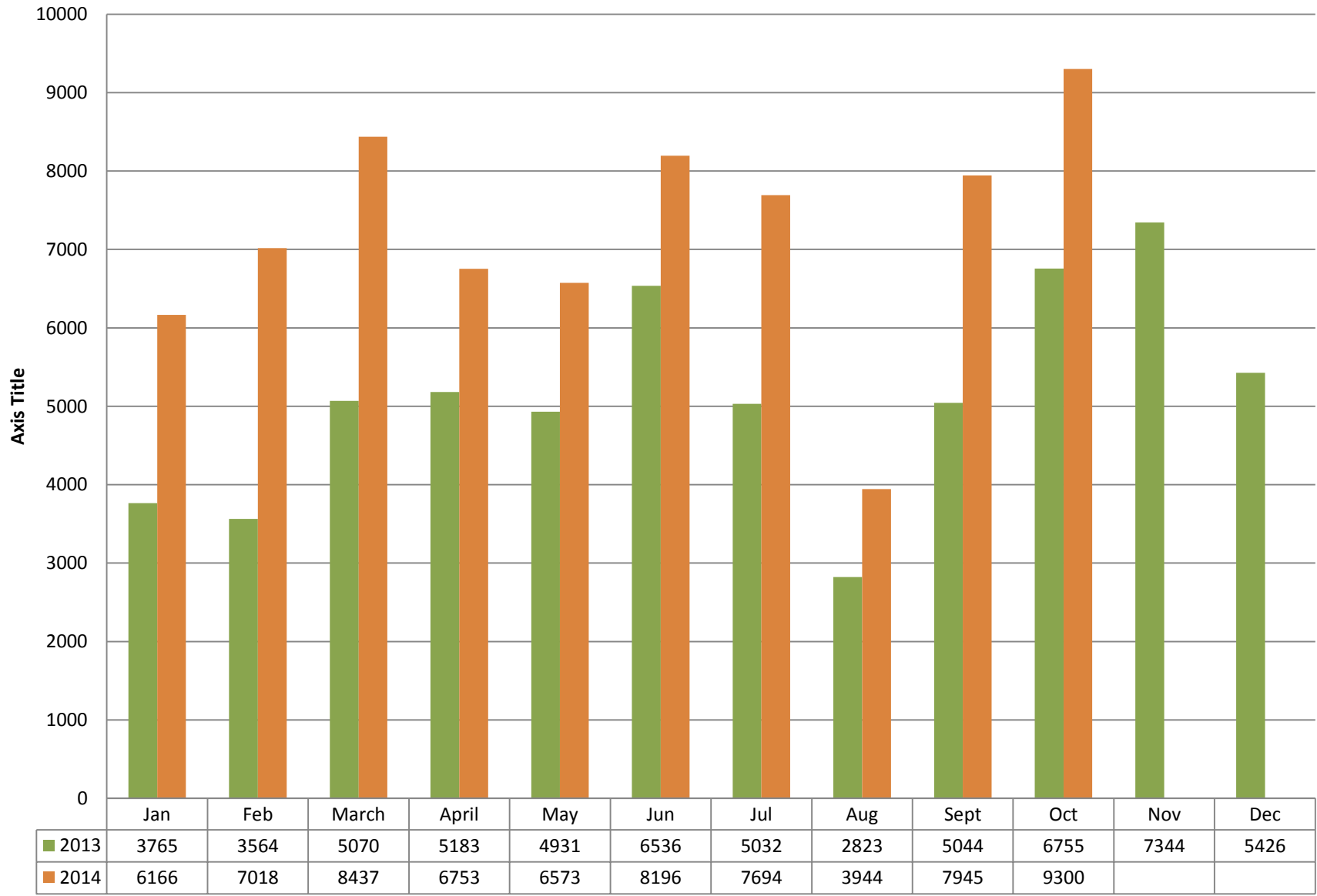
The Town Clerk declared a pecuniary interest and left the meeting

The Convenor of the Working Party gave an oral report on progress and members made additional comments which were noted.

The meeting closed at 8.30pm

Budget 2014/15	B/F 2013/14	Income Budget	Income to Date	Expenditure Budget	Spent to Date	Committed	Balance	% Spent
Hiring Income		£77,000.00	£43,427.41				£33,572.59	56.40
LTC Contribution		£23,500.00	£23,500.00				£0.00	100.00
Bursary Fund		£1,000.00	£392.06				£607.94	39.21
	£0.00	£101,500.00	£67,319.47	£0.00	£0.00	£0.00	£34,180.53	66.32
Friends Fund Raising*	£1.62		£1,241.00		£0.00		£1,242.62	0.00
Elsie's Place C.I.C.	£1,700.00		£50.00	£0.00			£1,650.00	
Rates				£7,800.00	£5,440.50		£2,359.50	69.75
Gas				£7,500.00	£1,304.71		£6,195.29	17.40
Electric				£5,500.00	£3,480.02		£2,019.98	63.27
Water				£1,200.00	£820.08		£379.92	68.34
Catering			£1,040.55	£0.00	£981.09		£59.46	
Communications				£2,000.00	£812.78		£1,187.22	40.64
Cleaning				£900.00	£849.73		£50.27	94.41
Waste Removal Washroom Serv.				£3,000.00	£1,127.93		£1,872.07	37.60
Janitorial Costs				£0.00	£337.50		-£337.50	
Insurance				£2,800.00	£2,702.34		£97.66	96.51
Advertising				£2,500.00	£0.00		£2,500.00	0.00
Security / Alarms				£1,000.00	£995.14		£4.86	99.51
Internal Maintenance				£9,000.00	£1,832.11		£7,167.89	20.36
External Maintenance				£6,500.00	£311.35		£6,188.65	4.79
Miscellaneous				£2,000.00	£620.51		£1,379.49	31.03
Licences				£1,000.00	£446.58		£553.42	44.66
IT				£1,600.00	£412.35		£1,187.65	25.77
Contingencies				£2,000.00	£0.00		£2,000.00	0.00
Salaries / Payroll				£109,494.52	£53,329.82		£56,164.70	48.71
Community Centre EMR	£13,063.60			£0.00	£12,423.00		£640.60	0.95
Equipment & Fittings	£2,100.68			£2,500.00	£2,338.27		£2,262.41	50.82
Totals	£15,164.28	£101,500.00	£68,360.02	£168,894.52	£90,565.81	£0.00	£94,533.54	49.20
* Accounted for Separately				Net Spend less Salaries		-£31,124.03		
				Net Spend		£22,205.79		
				Net Spend Less B/F		£7,041.51		

Invoiced Income 2013 - 2014



Sheet 9

LCC Budget 2015/16

	Income Budget	Expenditure Budget
Hiring Income	£90,000.00	
LTC Building Contribution	£25,000.00	
Bursary Fund	£1,400.00	
Rates		£8,000.00
Gas		£7,500.00
Electric		£7,000.00
Water		£1,700.00
Catering		£0.00
Communications		£1,500.00
Cleaning Materials Etc.		£1,000.00
Waste Removal / Washroom Serv.		£3,200.00
Insurance		£2,800.00
Advertising		£2,500.00
Security / Alarms		£1,200.00
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		£128,308.00
Equipment & Fittings		£3,000.00
Major Refurbishment Budget		£59,000.00
Structural Sinking Fund		£30,000.00
Totals	£116,400.00	£279,708.00

Net Deficit

£163,308.00

Leigh Community Centre - Three Year Forecast						
	Note	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
		outturn	budget			
Income						
Hiring Income	1.	£70,636	£75,000	£90,000	£105,000	£112,500
LTC Contribution		£23,500	£23,500	£25,000	£25,000	£25,000
Bursary Fund		£329	£1,000	£1,400	£1,400	£1,400
Total Income		£94,465	£99,500	£116,400	£131,400	£138,900
Expenditure						
Rates		£7,623	£7,800	£8,000	£8,160	£8,323.20
Gas		£6,609	£7,500	£7,500	£7,650	£7,803.00
Electric		£7,010	£5,500	£7,000	£7,140	£7,282.80
Water		£1,616	£1,200	£1,700	£1,734	£1,768.68
Catering		£1,090	-	-	-	-
Communications		£1,095	£2,000	£1,500	£1,530	£1,560.60
Cleaning		£879	£900	£1,000	£1,020	£1,040.40
Waste removal		£3,166	£3,000	£3,200	£3,264	£3,329.28
Janitorial costs		£393	-	-	-	-
Insurance		£2,778	£2,800	£2,800	£2,856	£2,913.12
Advertising		£600	£2,500	£2,500	£2,550	£2,601.00
Security		£1,111	£1,000	£1,200	£1,224	£1,248.48
Internal Maintenance		£13,246	£10,000	£10,000	£10,200	£10,404.00
External Maintenance		£975	£6,500	£6,500	£6,630	£6,762.60
Miscellaneous		£1,072	£2,000	£2,000	£2,040	£2,080.80
Licences		£145	£1,000	£1,000	£1,020	£1,040.40
IT		£56	£1,600	£1,000	£1,020	£1,040.40
Contingencies		£0	£2,000	£2,000	£2,040	£2,080.80
Payroll	2.	£86,882	£106,494	£128,300	£130,866	£133,483.32
Equipment & Fittings	3.	£7,461	£2,500	£3,000	£3,060	£3,121.20
LTC Van (1/3 of cost)		-	-			
Total Expenditure		£143,807	£166,294	£190,200	£194,004	£197,884
Net Loss		£49,342	£66,794	£73,800	£62,604	£58,984

Suggested additional major items of expenditure			
Cumulative Structural Fund for major repairs	£30,000	£30,000	£30,000
Repair and refurbishment of gents toilets (LGF)	£14,000		
New 'lino' flooring in room 1	£2,000		
Repairs to lattern roof	£15,000		
Individual radiator temperature controls throughout building	£9,500		
Air-conditioning in lower hall	£15,000		
Accoustic shutters in lower hall	£3,500		
Repair and refurbishment of ladies toilets (LGF)		£10,000	
Replacement stacking chairs (100 @ £50 each)			£5,000
Replacement folding tables (25 @ £100 each)			£2,500
Total major items	£89,000	£40,000	£37,500
Net Loss - adjusted for suggested major items	£162,800	£102,604	£96,484

Notes:

	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
1. Increase in utilisation to	36%	% 40	% 50	% 60	% 60
Additional income from increased utilisation			£7,500	£15,000	£15,000
Increase room hire prices each year by 10%			£7,500	£15,000	£22,500
Additional income from increased utilisation and prices			£15,000	£30,000	£37,500
2. Payroll: Existing staff + agreed 2.5% uplift			£117,190		
One extra p/t caretaker to support extra usage			£11,110		
			<u>£128,300</u>		
3. Equipment & Fittings including:					
Projector and screen for 4 additional rooms			£3,000		