



Leigh-on-Sea Town Council

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

MINUTES OF THE MEETING OF THE COMMUNITY FACILITIES COMMITTEE HELD ON 2nd FEBRUARY 2016 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Richard Herbert (Chairman), Jill Adair, Valerie Morgan, Carole Mulroney, Caroline Parker and Vivien Rosier

In attendance: Cllr Donald Fraser, Graham Davison (Facilities Manager), Francesca Smith (Community Centre Administrator), Helen Symmons (Assistant Town Clerk) and Evening Echo Reporter

The meeting opened 7.30pm

60. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the meeting, having shown those who had arrived early some pictures of the work in progress on Strand Wharf. He mentioned the success of recent events held in the Centre such as the Community Pantomime and the Well-Being Fayre.

61. APOLOGIES FOR ABSENCE

Cllr Helen Robertson

62. APPROVAL OF MINUTES OF THE MEETING OF 1ST DECEMBER 2015

Minute 49 was amended to add 'deep' prior to 'cleaning the remaining eight shelters' and thereafter the minutes of the meeting of 1st December 2015 were agreed and signed by the Chairman.

63. DECLARATION OF MEMBERS' INTERESTS

Cllr Mulroney declared a non-pecuniary interest as a Southend Borough Councillor with regard to Strand Wharf.

HIGHWAY INFRASTRUCTURE

64. BUS SHELTERS DEEP CLEAN QUOTE – **Agenda Item 5**

The Committee **RESOLVED** not to deep clean the remaining shelters at this time. The Facilities Manager will investigate a replacement programme for shelters.

65. CINDER PATH SHELTER – PAINTING WORK – **Agenda Item 6**

It was reported to the Committee how good the appearance of the shelter is following the work.

The Committee **RESOLVED** to ratify the cost of the painting works of £1850 and that a **REQUEST** be made to E&L Committee to pay this amount from the Community Initiatives budget.

COUNCIL ASSETS

66. STRAND WHARF REFURBISHMENT – **Agenda Item 7**

The Committee **RESOLVED** to hold a formal opening ceremony on Saturday 7th May 2016.

67. ARTS PDG

The Committee **NOTED** the report

COMMUNITY CENTRE

68. COMMUNITY CENTRE HEATING – **Agenda Item 9**

The Facilities Manager presented the item.

The Committee **RESOLVED** that a Honeywell wireless single zone thermostat be installed at a cost of £365 from the LCC budget.

69. COMMUNITY CENTRE ADMINISTRATOR'S REPORT – **Agenda Item 10**

The Committee **NOTED** the report with the following resolutions:

- I. **RESOLVED:** Wedding Brochure - to accept quote 1 for 1,000 A5 brochures at a cost of £240, with payment from LCC Advertising Budget.
- II. **RESOLVED:** Bursary - to **RECOMMEND** to P&R to offer a 33% bursary of £43 to the Charity Concert.

70. FACILITIES MANAGER REPORT – **Agenda Item 11**

The Facilities Manager provided a verbal report regarding imminent areas of refurbishment within the centre. Additionally he had been able to undertake some investigative work into the sky light area following the quotes received and believed it possible for him to repair the seals making the area water tight. The **RECOMMENDATION** was therefore **WITHDRAWN**.

71. COMMUNITY CENTRE REFURBISHMENT PROJECT – **Agenda Item 12**

The Chairman presented this item. Cllr Fraser offered to undertake some grant funding investigation and this was accepted for when a plan had been instigated. It was confirmed that the roof defect that the conditions survey identified has been repaired and believed now water tight.

The Committee **RESOLVED** to **RECOMMEND** to P&R Committee that a budget of £5,000 be assigned to professional fees at this stage from Capital Projects Reserve to provide a professional feasibility assessment and initial costings

72. REVIEW OF LCC PRICING STRUCTURE – **Agenda Item 13**

The Committee **RESOLVED** to form a T&FG for this purpose, reporting at the next CFC meeting. The following Councillors wished to be a part of the group: Cllrs Adair, Herbert, Mulrone and Rosier. A request would be made for a further Councillor to join the group.

73. LORNA & LOTTIE'S CIC REPORT

The Committee **NOTED** the report.

74. RENEWAL/REVIEW OF CAFÉ LICENCE – **Agenda Item 15**

The Committee **RESOLVED** that the Chairman of CFC and Acting Town Clerk hold a meeting with the Licensee to discuss any issues raised during the initial 6 month period.

The Committee **RESOLVED** that it be **RECOMMENDED** to Council to renew the licence for a further period of 1 year with reports made at each CFC meeting and that authority be given to the Acting Town Clerk and Chairman of Council to sign the renewal licence.

75. CFC MEETING DATES – **Agenda Item 16**

The Committee **RESOLVED** that a Community Centre sub-committee be formed with 5 Councillors to be called if needed in the months where a CFC meeting is not due to be held and the Terms of Reference to deal, under delegated powers, with only community centre business items that cannot be held over to the regular CFC meeting date.

The following Councillors were appointed to the sub-committee: Cllrs Adair, Morgan, Mulroney, Herbert and Rosier

76. BUDGET REPORT 25TH JANUARY

The Committee **NOTED** the report and was advised the skate park electricity overspend is being investigated.

77. TO CONSIDER ANY UNDERSPENDS IN 2015/16 BUDGET THAT THE COMMITTEE WISH TO EARMARK AS A RESERVE – **Agenda Item 18**

The Committee **RESOLVED** that all underspends at the end of the financial year over £500 will be carried forward as earmarked reserves against the budget it relates to.

The meeting closed at 8.30 pm