

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 Carole Mulroney
Vice Chairman: Cllr Helen Robertson
Town Clerk: Paul Beckerson

Notice is hereby given that a meeting of the **COMMUNITY FACILITIES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday 6th December 2016** at Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.30pm.

The Artist in Residence Mary Lister will attend the early part of the meeting to introduce herself to the Committee and give a brief outline of her plans.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. TO APPROVE THE MINUTES OF THE CFC EXTRAORDINARY MEETING OF 9th NOVEMBER 2016 ([Page 3](#))
5. PUBLIC REPRESENTATIONS

COMMUNITY FACILITIES

6. LEISURE DEVELOPMENT SUB-COMMITTEE MINUTES 14th NOVEMBER 2016 – (Appendix 1) **FOR NOTING** ([Page 8](#))

The Committee is requested to **note** the minutes.

7. STRAND WHARF – REPORT 2631/PB – (Appendix 2) **DECISION ITEM** ([Page 10](#))

The Committee is requested to consider the recommendations set out in the report.

8. REVIEW OF STRAND WHARF PROJECT

RECOMMENDED that a review of the project be undertaken with input from inside the Council and from others involved in the project and that a report be produced and presented to the Committee at a future meeting

COMMUNITY CENTRE

9. ART GROUP UPDATE REPORT – Cllr Vivien Rosier – (Appendix 3) **FOR NOTING** ([Page 14](#))

The Committee is requested to **note** the report

10. COMMUNITY CENTRE ADMINISTRATOR'S REPORT – (Appendix 4) **FOR NOTING** ([Page 15](#))

The Committee is requested to **note** the report

11. FACILITIES MANAGER'S REPORT **FOR NOTING**

The only thing to report is that David Skeels has returned to work, after sick leave, and John Lewis is back after annual leave.

12. REVIEW OF LCC TERMS AND CONDITIONS – (Appendix 5) **DECISION ITEM** ([Page 16](#))

The Committee is **requested** to review and approve the Terms and Conditions.

13. LORNA & LOTTIE'S ANNUAL ACCOUNTS 2015/16 – (Appendix 6) **FOR NOTING** ([Page 22](#))

The Committee is requested to **note** the accounts.

14. LORNA & LOTTIE'S REPORT – (Appendix 7) **FOR NOTING** ([Page 32](#))

Trading is steady with just August showing a loss. It is hoped to achieve over the next year an average surplus of £400 per month. The Committee is requested to **note** the report.

FINANCIAL

15. ART WALL EXPENSES FOR FIXTURES AND LABELLING ETC. **DECISION ITEM**

Some expenditure has been incurred in relation to the art wall; this has involved fixings and hooks which amount to £45. It is expected that expenditure over a financial year on these items will amount to £150. The Art Wall additionally has used on average two rolls of labelling tape per exhibition these are £15.50 each (£310 assuming 10 exhibitions), therefore these too should be set against the same budget head making a total of £460.

RECOMMENDED that the Committee agree a budget of £460 for the Art Wall to be taken from the Internal Maintenance Budget and that the £45 be reimbursed.

16. COMMITTEE BUDGET REPORT – 30th NOVEMBER 2016 – (Appendix 8) **FOR NOTING** ([Page 33](#))

17. LEIGH COMMUNITY CENTRE FINANCE REPORTS – 23rd NOVEMBER 2016 – (Appendix 9) **FOR NOTING** ([Page 37](#))



Paul Beckerson
Town Clerk
1st December 2016

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



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MINUTES OF AN EXTRA-ORDINARY MEETING OF COMMUNITY FACILITIES COMMITTEE
HELD ON 9TH NOVEMBER 2016
AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Richard Herbert (Chairman), Carole Mulroney, Declan Mulroney, Ron Owen, and Vivien Rosier

In attendance: Paul Beckerson (Town Clerk)

The meeting opened 7.30pm

1. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

2. APOLOGIES FOR ABSENCE

Cllrs: Valerie Morgan, Caroline Parker and Helen Robertson

3. DECLARATION OF MEMBERS' INTERESTS

There were none.

4. APPROVAL OF MINUTES OF THE MEETING OF 4th OCTOBER 2016

The minutes of the meeting of 4th October 2016 were agreed and signed by the Chairman.

5. PUBLIC REPRESENTATIONS

There were none.

COMMUNITY FACILITIES

None

COMMUNITY CENTRE

6. CFC SUB-COMMITTEE APPOINTMENT OF MEMBERS

The Committee **elected** Cllrs; Richard Herbert, Declan Mulroney, Ron Owen, Vivien Rosier and Caroline Parker (Cllrs Carole Mulroney and Helen Robertson Ex Officio Members)

FINANCIAL

7. COMMITTEE BUDGET 2017/18 (Appendix 1 to the agenda)

The Committee considered the budget and **RESOLVED** to recommend it to Policy and Resources and Council with the following clarifications and amendments to be determined by Policy and Resources.

Sheet 3 Highways Budget

Highway Bus Shelter and Cleaning Budget – move £3,000 to LCC External Maintenance

Highways Infrastructure Budget - £500 if unspent at the end of the year consider moving it to an Earmarked Reserve

Red Telephone Box – The Leigh Society will be sponsoring the facility this year.

Sheet 9 LCC Budget

Other Income put in a budget of £1,500 for 2017/18

Gas increase budget to £6,500

Cleaning and Waste no change but the Committee requested that the service be tested against the market.

External Maintenance Budget – increase with the £3,000 from Bus Shelters, and top up with £18,500 from the General Reserve, making a total of £28,000.

Card Processing Charges – Increase to £800

A question was raised regarding the amount of surplus available in the General Reserve, the estimated 31st March 2017 being £107,678 and if lowered to £80,000 this should make £27,678 available. The Town was asked to check and clarify the position.

The amended budget is set out in Appendix 1 to the minutes.

The meeting closed at 9.10 p.m.

[Agenda](#)

Community Facilities							
Heading	Actual 2015/16	Earmarked Reserves B/F 2015/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18
INCOME							
LCC Income	£ 139,386.29	£ -	£130,600.00	£ 77,609.16	£ 52,990.84	£152,400.00	£155,300.00
Strand Wharf Income	£ -	£ -	£ 1,000.00	£ 3,000.00	-£ 2,000.00	£ 3,000.00	£ -
Totals	£ 139,386.29	£ -	£131,600.00	£ 80,609.16	£ 50,990.84	£155,400.00	£155,300.00
EXPENDITURE							
LCC Expenditure	£ 66,044.38	£ 25,371.56	£ 71,770.00	£ 35,355.70	£ 61,785.86	£ 75,300.00	£ 99,100.00
LCC Staffing	£ 116,029.44	£ -	£134,476.00	£ 73,533.22	£ 60,942.78	£130,200.00	£139,800.00
Highways	£ 2,135.00	£ 4,831.03	£ 8,300.00	£ 338.50	£ 12,792.53	£ 12,300.00	£ 5,300.00
Skate Park Expenditure	£ 2,327.61	£ 2,402.25	£ 4,550.00	£ 1,030.78	£ 5,921.47	£ -	£ 3,550.00
Skate Park Staffing	£ 3,562.47	£ -	£ 3,921.00	£ 2,074.24	£ 1,846.76	£ 3,900.00	£ 4,000.00
Strand Wharf Expenditure	£ -	£ -	£ 2,450.00	£ 1,238.08	£ 1,211.92	£ 1,510.00	£ 1,300.00
Strand Wharf Staffing	£ -	£ -	£ 2,000.00	£ -	£ 2,000.00	£ -	£ -
Totals	£ 190,098.90	£ 32,604.84	£227,467.00	£ 113,570.52	£146,501.32	£223,210.00	£253,050.00

Sheet 3

Highways Budget

Heading	Actual 2015/16	Earmarked Reserves B/F 2015/16	Budget 2016/17	Actual to date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18	Budget % Increase
INCOME								
Red Telephone Box	£ 300.00	£ -	£ 300.00	£ -	£ 300.00	£ 300.00	£ 300.00	0%
Total	£ 300.00	£ -	£ 300.00	£ -	£ 300.00	£ 300.00	£ 300.00	0%
EXPENDITURE								
School Crossing Patrols*		£ 4,500.00	£ 4,500.00	£ -	£ 9,000.00	£ 9,000.00	£ 4,500.00	0%
Bus Shelter								-100%
Cleaning/Maintenance #	£ 1,835.00		£ 3,000.00	£ 38.50	£ 2,961.50	£ 3,000.00	£ -	
New Bus shelters				£ -	£ -		£ -	
Highways Infrastructure	£ -	£ 331.03	£ 500.00	£ -	£ 831.03	£ -	£ 500.00	0%
Red Telephone Box	£ 300.00		£ 300.00	£ 300.00	£ -	£ 300.00	£ 300.00	0%
Staff Costs			£ -		£ -		£ -	
Total	£ 2,135.00	£ 4,831.03	£ 8,300.00	£ 338.50	£ 12,792.53	£ 12,300.00	£ 5,300.00	-36%

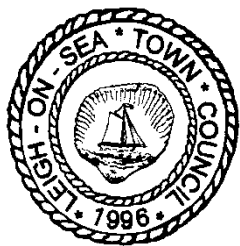
*NB School Crossing Patrol is an accrual

Bus Shelter Budget no longer needed as now SBC responsibility, Committee to consider future commitment

EMR is Ear Marked Reserve (A reserve allocated for a specific purpose)

Discretionary Expenditure

Sheet 10								
Budget 2017/18								
Skate Park	Actual 2015/16	Earmarked Reserves B/F 2015/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18	Budget % Increase
EXPENDITURE								
Rent	£ 50.00		£ 50.00		£ 50.00	£ 50.00	£ 50.00	0%
Cleaning*	£ 842.27	£ 1,414.44	£ 2,000.00	£ 604.44	£ 2,810.00	£ 1,500.00	£ 1,000.00	-50% Note
Electricity	£ 567.51		£ 500.00	£ 139.86	£ 360.14	£ 500.00	£ 500.00	0%
Miscellaneous	£ 317.83		£ 300.00	£ 286.48	£ 13.52	£ 300.00	£ 300.00	0%
Grass Cutting	£ 550.00		£ 700.00		£ 700.00	£ 700.00	£ 700.00	0%
Staff costs	£ 3,562.47		£ 3,921.00	£ 2,074.24	£ 1,846.76	£ 3,900.00	£ 4,000.00	2%
Skate Park Maintenance		£ 987.81	£ 1,000.00		£ 1,987.81	£ 1,000.00	£ 1,000.00	0%
Totals	£ 5,890.08	£ 2,402.25	£ 8,471.00	£ 3,105.02	£ 7,768.23	£ 7,950.00	£ 7,550.00	-11%
Without Staffing	£ 2,327.61	£ 2,402.25	£ 4,550.00	£ 1,030.78	£ 5,921.47		£ 3,550.00	
* Allowance had been made for bin replacement so budget reduction to service waste only								
	Actual 2015/16	Earmarked Reserves B/F 2015/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18	Budget % Increase
Strand Wharf								
INCOME								
Hire Income	£ -		£ 1,000.00		£ 1,000.00			
Memorial Plaques	£ -			£ 3,000.00	-£ 3,000.00	£ 3,000.00		
Totals	£ -	£ -	£ 1,000.00	£ 3,000.00	-£ 2,000.00	£ 3,000.00	£ -	
EXPENDITURE								
Cleaning Staff Costs*	£ -		£ 2,000.00		£ 2,000.00			-100% Cleaning undertaken by SBC
Maintenance	£ -		£ 300.00	£ 780.57	-£ 480.57	£ 1,000.00	£ 1,000.00	233% Over budget increase to £1000
Electricity	£ -		£ 150.00	£ 106.61	£ 43.39	£ 150.00	£ 150.00	0%
Additional Keys	£ -			£ 35.00	-£ 35.00	£ 40.00	£ 50.00	
Memorial Plaques	£ -			£ 315.90	-£ 315.90	£ 320.00	£ 100.00	
Totals	£ -	£ -	£ 2,450.00	£ 1,238.08	£ 1,211.92	£ 1,510.00	£ 1,300.00	-47%
Without Staffing	£ -	£ -	£ 450.00	£ 1,238.08	-£ 788.08	£ 1,510.00	£ 1,300.00	
Discretionary Expenditure								
*Suggested underspend in 2016/17								



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MINUTES OF THE MEETING OF THE LEISURE DEVELOPMENT SUB-COMMITTEE
HELD AT 7.30PM ON MONDAY 14TH NOVEMBER 2016
AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Karen Bowden, Valerie Morgan, Carole Mulroney, Ron Owen, Caroline Parker, Helen Robertson and co-opted members Pete Horrocks and Steve Hodder

Also in attendance: Helen Symmons (Assistant Town Clerk)

The meeting opened at 7.30 pm

1. ELECTION OF CHAIRMAN

Cllr Mulroney as Chairman of Council opened the meeting and introduced the agenda item.

Following a proposal (Cllr Morgan, seconded Cllr Robertson) the Sub-Committee **RESOLVED** to elect Cllr Owen as Chairman of the Sub-Committee.

Cllr Owen took the Chair and asked for nominations for Vice Chairman.

Following a proposal (Cllr Owen, seconded Cllr Bowden) the Sub-Committee **RESOLVED** to elect Cllr Morgan as Vice Chairman of the Sub-Committee

2. APOLOGIES FOR ABSENCE

Co-opted member David Watson

3. DECLARATIONS OF MEMBERS' INTERESTS

Cllr Mulroney declared a non-pecuniary interest as a Cllr for Southend Borough Council who own the land

4. NOTES OF THE SKATE PARK PDG 2ND SEPTEMBER 2016

These were **NOTED**

Cllr Owen reported on behalf of Cllr Bowden that he had made contact with Veolia and he is still trying to discover whether a survey has been undertaken in the past. The Assistant Town Clerk confirmed the record of old letters confirming that ECC landfill records indicated that there was no contamination on the existing skate park site.

The Sub-Committee **REQUESTED** that a letter be sent to ECC and SBC to ascertain as to whether a survey had ever been done on the land south of the skate park and whether LTC can undertake this and if a preferred supplier is recommended.

Peter Horrocks had provided a mood board with potential activities to Cllr Morgan to take to SBC.

Cllr Robertson reported on her findings with regard to grant funding. The SAVS Funding Development Officer has provided information indicating restricted funding to Councils. Where there is potential, the criteria is strict. SAVS are happy to assist with sourcing once

the projects aims and costs are known. Cllr Mulronee advised that SBC had indicated that they too would assist with sourcing of grant funding where possible. Funding via crowd funding or a Kickstarter project could also be considered as could the formation of a Community Interest Company.

5. REPORT 2615

The Sub-Committee **NOTED** the report

6. REPORT FOLLOWING MEETING WITH SBC

Cllr Mulronee reported on the meeting. Community feedback was recommended and so a questionnaire has been included in the forthcoming LTC news. A survey monkey link to schools was considered a good idea and Cllr Robertson, Morgan and the Assistant Town Clerk will work on this once the Christmas events are completed.

Cllr Morgan reported that she has also made contact with the RSPB and Natural England.

7. REPORT FOLLOWING ANNUAL INSPECTION OF SKATE PARK

The Committee **NOTED** the report and felt it a reasonable assessment with aspects that can be tackled in the short term but that it needs to be looked at in conjunction with any refurbishment programme.

It was understood that the Senior Administrator had already been sourcing bin types. The Sub-Committee would now like her to investigate whether concrete bins would be suitable.

Meeting Conclusion

It was understood that Dave Watson has a report regarding the refurbishment and extension of the existing skate park. Until this is received, the Sub-Committee cannot move forward.

Peter Horrocks and Cllr Morgan will liaise in the meantime with regard to ideas and quotes for the other part of the leisure development.

The date of the next meeting will be Monday 5th December at 7.30 p.m.

The meeting closed at 8.40 pm

[Agenda](#)



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REPORT 2631/PB

STRAND WHARF REMAINING WORKS AND UPDATE 23rd November 2016

Completion of Lease Update

The following has been confirmed by SBC Assets and LTC as appropriate:

- A draft TRO has been provided to the Highway Authority which then needs to be advertised, and LTC need to confirm the draft of the proposed TRO is indeed acceptable and corresponds with the practicalities of the proposed lease to be completed. Highways have been requested to provide LTC with a copy of the TRO for review.
- LTC have confirmed that the heritage board is not sited within the areas shaded brown on the lease plan. SBC as landlord were provided with a copy of the planning application on 7th September 2016 when it was submitted.
- In order to complete the lease the following applies (a) a certificate of practical completion should be provided to the landlord and then a joint inspection is undertaken based on the completion of those works (b) The agreement is conditional on both the grant of a Traffic order and practical completion of the Works approved by the Landlord. (c) The tenant shall notify the Landlord in writing within five days of the satisfaction of the conditions noted above.
- SBC have stated that once the TRO has been approved and then advertised the matter of the agreement for the lease and signing off can be considered. In the meantime the parties' solicitors should now address the formalities of completion subject to the TRO being approved.
- LTC solicitor is contacting SBC with a view to arranging the engrossments of the lease (18/11/16)

Heritage Board

Planning permission for amendment application 16/01325/AMDT was granted on 1st November 2016 this varied condition 2 (Plans) replacing one plan and adding two additional plans showing the positioning of the Heritage Board and removed condition 5 (Details of Heritage Board) no longer needed as plans now form part of main application. The works must be carried out within three months of the grant i.e. 1st February 2017.

The proposed A1 Heritage Board costs £555 including all artwork. The proposed content is attached as Appendix 1 to the report.

The Committee is **requested** to authorise the expenditure and approve the content.

LED Lighting change to Warm White

As the Committee are aware the colour of installed lighting on the wharf was incorrect. The original supplier has been contacted and a price obtained for replacement LED strips in the correct colour Warm White. This involves removing the existing strips and replacing with new using the same transformers. The quoted cost is £1,669, if installation is added this is £2,972.

Two further install quotes are being sourced, it is hoped these will be available in time for the meeting.

The Committee is **requested** to approve the purchase and installation at a maximum of £2,972

Strand Wharf Budget

A statement showing the remaining expenditure on the project is attached at Appendix 2 to the report.

As shown on the statement the Committee is **requested** to consider viring the 2016/17 £2,000 unspent Strand Wharf Cleaning Budget and to **RECOMMEND** to Policy and Resources that the balance of £1,300 be funded from the Renewals Programme to complete the project

OTHER OPTIONS	
REASON FOR RECOMMENDATION	To complete project
CORPORATE IMPLICATIONS Contribution to Council's Aims and Objectives as set out in Leigh-on-Sea Town Council's Core Strategy	Provide high standard, value for money services to help meet the needs and wishes of the community; To promote the provision of accessible social, recreational, educational and cultural facilities within the town for the benefit of the community and visitors.
FINANCIAL IMPLICATIONS FUNDING SOURCE	An additional £2,000 virement from SW Cleaning Budget 2016/17 and £1,300 from the P&R Renewals Budget to complete project
TIMESCALE	Till June 2017
PEOPLE IMPLICATIONS	None
DELEGATION ARRANGEMENTS	None
RISK ASSESSMENT	Low



By the late 1800s/early 1900s, the house had been turned into several cottages. Note the wash house and lavatory at the far right on the end of the jetty. The house was demolished in 1947. [3]

If you look closely at the Wharf, you will see that the paving picks out the outline of the original buildings.



STRAND WHARF

REDEVELOPED BY LEIGH-ON-SEA TOWN COUNCIL

From time immemorial, Strand Wharf has been used without interference as a public quay or land and shipping place. [1]



THE STRAND, LEIGH-ON-SEA.

Plumbs Cottages on the eastern side of the Wharf were built in the 1850s. The Heritage Centre in the High Street which backs onto the Wharf started out as cottages, as far back as the 1600s and has had many uses over the centuries; including use for cockle crushing and a smithy (ship's smith and farrier). [5] It was eventually owned by Bundock boat builders before being compulsorily purchased by Southend Borough Council and later used by Southend Engineering until being taken over by the Leigh Society in 1982. [6]

[1] W.H. King, the Manor of Leigh, c1870

[2] Old Leigh, H.N. Bride, 1954

[3] Royal Commission on Ancient Monuments Vol. IV

[4] A Pictorial History of Old Leigh, J.F. Bundock, 1978

[5] Kelly's Directory 1901-1916

[6] Leigh, Leigh Society 1991

In 1727-9, some of the goods brought by boat and unloaded at the Strand were cauliflower, sprats, herrings, hay, brandy, calves, malt and "Madam Hutton's Household Goods" [2]



Richard Chester was a master of Trinity House in 1615, and his house on the strand was an ancient one on, with a Tudor brick fireplace and an original staircase, and a roof with queen truss posts and cambered beams.

In the photo below you can see the well with railings around it, which was paid for in 1832 by Lady Olivia Sparrow, Lady of the Manor, the largest landowner in the town and a great benefactor. [4]



WITH THANKS TO LEIGH SOCIETY AND HERITAGE CENTRE

Report 2631/PB – Appendix 2

STRAND WHARF REMAINING EXPENDITURE AGAINST BUDGET						
Budget as Agreed at 31/03/16					£ 134,844	
Spend to Date 07/11/16					£ 131,308	
Balance Remaining					£ 3,536	
Future Expenditure						
In 2016/17	Heritage Board				£ 555	
	LED Strip Lighting				£ 2,972	
	Cost of SBC Cycle Stands				£ 595	
					£ 4,122	
Balance Remaining						-£ 586
Suggestion Vire unspent Strand Wharf Cleaning Budget 2016/17					£ 2,000	
Balance Remaining						£ 1,414
P&R 2017/18 Legal costs Budget		£ 3,500		£ 2,800		
P&R 2017/18 Renewals Fund		£ 18,000		£ 1,300		
	SBC Legal Lease Costs				£ 2,600	
Balance Remaining						£ 2,914
Future Expenditure						
In 2017/18	Valley Provincial Retention 06/17				£ 2,880	
Balance Remaining						£ 34
Total Project cost					£ 140,910	

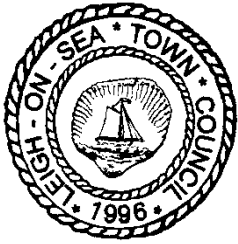
[Agenda](#)

Arts Group Up-date

- **Artist in Residence** – Mary Lister was appointed as our Artist in Residence in the summer and moved into the loft space on 1st Sept 2016. A formal 'Artist in Residence' agreement was put together by the Arts Group setting out the aims of the initiative + the terms and conditions from the Community Centre/Town Council perspectives. It is also designed to ensure that the artist gains as much as possible from his/her year in residence. In order to achieve our aims, regular meetings are being organized between Mary and the Arts Group. The first meeting took place on 29th Sept 2016 to see how Mary was settling in, to hear about her plans and to discuss any wider Arts Group issues. Linda Line attended the meeting and kindly took notes for us (very useful but we were aware that this was a demand on her time). The next meeting is taking place on 14th Dec at 11.30. An agenda will be circulated, meeting notes will be made and an up-date provided for the CFC records. It is hoped that Linda will be able to attend and take notes.
- **Art Wall** – 3 exhibitions have been organised since the Arts Group took over the Art Wall. The aim is to change the Art Wall display every 6/7 weeks or so to keep it fresh and interesting. A positive relationship is developing with Southend Adult Community College (SACC) – the Community Centre provides an ideal exhibition space for them. Their local classes run at Belfairs and there is very little room to display work and not much 'through traffic'. The quality of work from these taught classes is proving to be of a consistently high standard. The current exhibition of print-making also has an educational aspect with the display of different techniques and additional information (feedback in the comments book so far is very complimentary). Local art groups are also being invited to display their work (like Pam Caton's group Sept-Nov) and although the quality could be a little less predictable it is seen as an opportunity for less experienced artists to gain in confidence. The next group to exhibit will be mainly from Mary's classes at the Community Centre (Jan-mid Feb 2016) and then Susan Allen's group will be after that. The Community Centre receives 10% of any sales made by the individual artists (this is done via a cash donation). The intention is that this money is used to purchase any consumables such as picture hooks, wire and probably to contribute to refills for the labeling machine). The Centre staff (particularly Graham and Ash) have been very helpful and their support is much appreciated but, as this is an on-going project rather than a 'one off', we will have to consider the impact on their time. However, every effort is being made to make the Art Wall as self-sufficient as possible so that any demands on staff time are kept to an absolute minimum.
- **Raising the profile of artistic activities in Leigh** – three articles included in the latest edition of Leigh Town Council Newsletter - The Artist in Residence, Mary's wonderful church hoardings and the Art Wall.

Cllr Vivien Rosier. 29.11.16.

[Agenda](#)



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COMMUNITY CENTRE ADMINISTRATOR'S REPORT Community Facilities Committee – 6th December 2016

Bookings/Events

- October Half Term events were very successful and more will be organised for the February Half Term and Easter Holidays.
- Cards for Good Causes have been selling their cards at the Centre since 1st November and have reported very good trade.
- Betty Blue Eyes held a Vintage Fair at the Centre and coverage in the Echo was excellent for the Fair and the Centre.
- We have been asking for email addresses for those interested in events at the Centre. The number on the list is now up to 185 and we have promoted events at the Centre to these recipients and the 120 on the Hirers mailing list.
- We have two more fairs being held at the Community Centre prior to Christmas.

Farmers' Market

- Facebook and Twitter usage has increased significantly to promote events and the Farmers' Market. We now also promote the Market through the Leigh Farmers' Market Facebook page.
- Farmers' Market attendance has increased significantly over the last couple of months and we are expecting an increase at the December market as a raffle has been organised together with giving away promotional bags.
- The Farmers' Market screens are now on display permanently in the Café Area and are updated regularly.
- The Community Centre website now has full details of the stallholders at the Market.

Community Centre

- New leaflet displays have been put up in the centre and the What's On Leaflet has been redesigned.

Arts PDG

- A new art exhibition has now been installed.

Grant Appeal

The Centre Staff would like to appeal against a recent refusal for a Grant Application. The Applicant runs half-terms activities at the Centre and currently does not pay for room hire as they are a registered charity. If the Grant were approved the Centre could recoup the room hire fee. Over the last two school holidays, the Applicant has attracted over 100 children to their events, therefore bringing additional footfall to the Centre and additional custom to Lorna and Lotties.

[Agenda](#)

Leigh Community Centre - Terms and Conditions



Group Name/Name of Event

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

Name:

Address

Email: **Contact Number.**

Signed Date:

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

Please indicate how you would prefer to receive your invoice. Email Post

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

Leigh Community Centre (the Centre) is managed as a separate concern by Leigh-on-Sea Town Council.

General

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

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	Payments & Invoicing
<p>Bookings can only be taken from people over the age of 18.</p> <p>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.</p> <p>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.</p> <p>Some bookings may require extra staffing/security to be on site, this will be discussed at the time of the booking and will incur</p>	<p>Regular hirers</p> <p>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.</p> <p>All invoices will be sent by either email or post, in accordance with the hirer's preference, as stated on their signed T&C form. 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.</p> <p>One off events</p> <p>As soon as a booking is confirmed by the return of a signed T&C form, an invoice will be produced.</p>

<p>additional costs.</p> <p>End of Hire</p> <p>The Hirer shall be responsible for:</p> <p>A leaving the premises and surrounding area in a clean and tidy condition</p> <p>B contents temporarily removed from their usual positions should be properly replaced</p> <p>C closing any windows opened; switching off lights</p> <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>It will clearly state that full payment of the invoice must be made 21 days before the booked event.</p> <p>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.</p> <p>For all larger events and block bookings a non-refundable deposit of 20% will be required at the time of booking.</p> <p>The Hirer will be liable for any cancellation charges incurred for items booked through third parties.</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.</p> <p>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; then a DBS number, Adult Safeguarding Policy and 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>The Council reserves the right to assure themselves that the hirer has the training, qualifications or experience to deliver classes at</p>	

the Community Centre.

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.

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-

The Hirer must provide a PPL and/or PRS licence if they are playing music during their booking.

No dangerous, hazardous or harmful items, or non-prescription drugs may be brought on to the premises.

Prohibited items

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 guide dogs

Any other items likely to cause damage or to be harmful to centre users

Smoking Policy

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.

Bouncy Castles

Bouncy Castles are only permitted in the Lower Hall due to weight and height restrictions within the building.

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 any premises 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.

Posters, flyers and A Boards can only be displayed with the express permission of Council.

Leigh Community Centre – Terms and Conditions – 30th November 2016

[Agenda](#)

Lorna and Lottie's C.I.C.

Company Registration Number:

8813816 (England and Wales)

Report of the Directors and

Unaudited Financial Statements

Period of accounts

Start date: 6th January 2015

End date: 5th January 2016

Lorna and Lottie's C.I.C.

T/A Elsie's Place

(6th January 2015 – 30th June 2015)

Contents of Financial Statements

For the Period Ended 5th January 2016

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Lorna and Lottie's C.I.C.

Company Information

For the Period Ended 5th January 2016

Director:	P A Beckerson
	T K Cremer
	J L Overfield
	A G Harding
	N Harding
Company Secretary:	P A Beckerson
Registered Office:	Leigh Community Centre
	71-73 Elm Road
	Leigh-on-Sea
	Essex
	SS9 1SP
Company Registration Number:	8813816 (England and Wales)

Lorna and Lottie's C.I.C.

Directors' Report

for the Period Ended 5th January 2015

The directors present their report with the financial statements of the company for the period ended 5th January 2016

Principal activities

The principal activity of the company in the period of review was:

Cafeteria

Directors

The directors shown below have held office during the whole period from

6th January 2015 to 5th January 2016

P A Beckerson

The directors shown below held office during the period 6th January 2015 to 30th June 2015

T K Cremer

J L Overfield

The directors shown below held office during the period 30th June 2015 to 5th January 2016

A G Harding

N Harding

Political and charitable donations, for the period under review

There were none

Company policy on employment of disabled persons, for the period under review

It is the company's policy to give employment to disabled people wherever practicable. At present there are no staff registered as disabled.

The above report is prepared in accordance with the special provisions in part 15 of the Companies Act 2006.

This report was approved by the board of directors on 31st August 2016.

And Signed on Behalf of the Board By:

Name: P A Beckerson

Status: Secretary

Lorna and Lottie's C.I.C.
Profit and Loss Account
for the Period Ended 5th January 2016

Lorna & Lottie's CIC					
Trading and Profit and Loss Account for the year ended 5th January 2016					
	Notes	£			£
Purchases		£ 13,741.55		Turnover	£ 45,145.35
Add Opening Stock		£ 297.10			
Less Closing Stock		£ 337.86			
Cost of goods sold		£ 13,700.79			
Gross Profit		£ 31,444.56			
		<u>£ 45,145.35</u>			<u>£ 45,145.35</u>
				Gross Profit b/d	£ 31,444.56
Coffee Machine Rental		£ 1,137.60			
Cleaning		£ 84.80			
Repairs & Renewals & Disposables		£ 569.34			
Salaries	4	£ 31,063.95			
Clothing		£ 84.61			
Printing & Packaging		£ 242.99			
First Aid		£ 40.00			
Insurance		£ 278.50			
Advertising		£ 161.60			
Company Expenses		£ 21.00			
Expenditure		£ 33,684.39			
Depreciation on Assets		£ -			
Operating Profit / (Loss):	2	-£ 2,239.83			
Rental Charge @ 50%	2	£ -			
Net Loss		-£ 2,239.83			
UK Corporation Tax @ 20%		£ -			
Net Profit after taxation		-£ 2,239.83			
		<u>£ 31,444.56</u>			<u>£ 31,444.56</u>

The notes form part of these financial statements

Lorna and Lottie's C.I.C.
Statement of total recognised gains and losses
for the Period Ended 5th January 2016

Statement of total gains and losses

The company does not have any gains or losses other than Profit and Loss for the period to the report.

Lorna and Lottie's C.I.C.

Balance Sheet

for the Period Ended 5th January 2016

Lorna & Lottie's CIC			
Balance Sheet as at 5th January 2016			
	Notes	£	2016 £
Fixed Assets:			
Fixtures & Fittings		£ 60.51	
Equipment		£ 216.46	
Less 100% AIA Depreciation	5	£ -	
			£ 276.97
Current Assets:			
Stock		£ 337.86	
Debtors		£ -	
Bank		£ 20.20	
Cash		£ 500.00	
			£ 858.06
Total current assets:			£ 1,135.03
Current Liabilities:			
Creditors	6	-£ 121.40	
			-£ 121.40
			£ 1,013.63
Capital:			
Capital Introduced		£ 3,253.46	
Add			
Net Profit/Loss for Year		-£ 2,239.83	
Less Drawings		£ -	
			£ 1,013.63
			£ 1,013.63

The notes form part of these financial statements

Lorna and Lottie's C.I.C.
Balance Sheet
for the Period Ended 5th January 2016
continued

These accounts have been prepared in accordance with the micro-entity provisions.

For the year ending 5th January 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

These financial statements were approved by the Board of Directors on 31st August 2016.

SIGNED ON BEHALF OF THE BOARD BY:

Name: P A Beckerson

Status: Secretary

Lorna and Lottie's C.I.C.
Notes to the Financial Statements
for the Period Ended 5th January 2016

1. Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (Effective April 2008)

Turnover

The turnover shown in the profit and loss account does not include any VAT as the company is not registered

Tangible fixed assets – Depreciation

Depreciation is claimed at 100% under the Annual Investment Allowance rules although in this year carried forward at book value

Stocks

Stock are valued at cost and makes no allowance for overheads

2. Net Profit / (Loss)

Rental is charged by the Landlord under the licence held by the company at 50% of the Operating Profit. No rental was due in this period.

3. Directors' remuneration

Directors' remuneration was £5,642.89. Three Directors received remuneration and no pension was accrued during the year.

4. Employees

Average number of employees including directors during the period: 11

9 members of staff worked as café staff. There were 2 Directors working during the period.

5. Fixed Assets

	Fixtures and	Equipment	Total
	£	£	£
Cost			
At 6 January 2015:	£ -	£ -	£ -
Additions:	£ 60.51	£ 216.46	£ 276.97
Disposals:	£ -	£ -	£ -
At 5 January 2016:	£ 60.51	£ 216.46	£ 276.97
Depreciation			
At 6 January 2015:	£ -	£ -	£ -
Charge for year:	£ -	£ -	£ -
On disposals:	£ -	£ -	£ -
At 5 January 2016:	£ -	£ -	£ -
Net book value			
At 5 January 2016:	£ 60.51	£ 216.46	£ 276.97

Assets not depreciated in this financial year carried forward at book value to 2016/17

6. Creditors: Amounts falling due within one year

HMRC PAYE Payments £ 121.40

[Agenda](#)

Lorna & Lottie's C.I.C. Account's Summary 2016																			
		Takings	Expenditure	Surplus / Deficit	Food Supplies	Coffee Machine Rental	Coffee Machine Supplies	Cleaning	Disposables	Fixtures & Fittings	Salaries	Equipment	Clothing	Printing, Stationery & Packaging	First Aid & Entertainment	Insurance	Company Expenses	Advertising	
January	Bank		£2,248.09		£0.00	£94.80	£69.64				£1,926.65					£144.00	£13.00		
	Cash	£6,023.95	£2,530.74	£1,245.12	£1,992.02			£24.54	£71.27	£0.00	£325.70	£53.52	£0.00	£63.69	£0.00				
February	Bank		£2,281.95		£0.00	£0.00	£129.75				£2,152.20	£0.00					£0.00		
	Cash	£4,260.19	£1,541.59	£436.65	£1,023.83			£47.08	£168.21	£34.19	£204.00	£47.08	£0.00	£17.20	£0.00				
March	Bank		£532.30		£0.00	£0.00	£0.00				£532.30	£0.00					£0.00		
	Cash	£4,864.92	£4,203.41	£661.51	£1,251.27			£27.96	£106.34	£0.00	£2,770.85	£28.14	£0.00	£18.85	£0.00				
April	Bank		£0.00		£0.00	£0.00	£0.00				£0.00	£0.00	£0.00				£0.00	£0.00	
	Cash	£4,079.43	£3,575.57	£503.86	£827.98			£16.14	£55.68	£0.00	£2,514.36	£42.36	£0.00	£15.47	£103.58				
May	Bank		£0.00		£0.00	£0.00	£0.00				£0.00	£0.00	£0.00				£0.00	£0.00	
	Cash	£4,264.09	£4,124.83	£139.26	£933.08		£90.61	£14.19	£0.00	£517.00	£2,534.85	£33.22	£0.00	£1.88	£0.00				
June	Bank		£0.00		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00	£0.00	
	Cash	£4,722.42	£4,287.87	£434.55	£1,434.38			£22.55	£127.82	£0.00	£2,674.76	£0.00	£0.00	£28.36	£0.00				
July	Bank		£0.00		£0.00	£0.00	£0.00				£0.00	£0.00	£0.00						
	Cash	£4,244.02	£4,168.05	£75.97	£1,215.70			£10.84	£62.93	£0.00	£2,829.80	£42.40	£0.00	£6.38	£0.00				
August	Bank		£0.00		£0.00	£0.00	£0.00				£0.00								
	Cash	£3,295.51	£3,906.19	-£610.68	£1,033.82			£22.70	£94.10	£0.00	£2,694.82	£0.00	£0.00	£60.75	£0.00				
September	Bank		£0.00		£0.00	£0.00	£0.00				£0.00								
	Cash	£4,596.51	£4,187.60	£408.91	£1,288.59			£22.77	£63.23	£0.00	£2,438.18	£32.63	£0.00	£38.30	£0.00			£303.90 adj. acum.	
October	Bank		£0.00		£0.00	£0.00	£0.00											£0.00	
	Cash	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00				
November	Bank		£0.00		£0.00	£0.00	£0.00				£0.00	£0.00	£0.00					£0.00	
	Cash	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00				
December	Bank		£0.00		£0.00	£0.00	£0.00				£0.00	£0.00	£0.00					£0.00	
	Cash	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00				
		£40,351.04	£37,588.19	£3,295.15	£11,000.67	£94.80	£290.00	£208.77	£749.58	£551.19	£23,598.47	£279.35	£0.00	£250.88	£103.58	£144.00	£13.00	£303.90	
		£3.80	Remains in Bank for Company Returns					Opening Stock 05/01/16			£337.86								
								Gross Profit/Loss to Date			£28,627.71		70.95%						
								Closing Stock 31/12/16			£0.00								
								Net Profit/Loss to date			£2,424.99		6.01%	£1,291.44	£3,716.43	Profit & Loss without One Off Costs			

[Agenda](#)

COMMUNITY FACILITIES BUDGET					2016/17					
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2016/17	Expenditure	Balance	% Spent
LCC Hire Income	£ 105,000.00	£ 73,491.22	£ 31,508.78	69.99%	LCC Expenditure	£ 27,158.56	£ 71,770.00	£ 38,084.92	£ 60,843.64	53.07%
LTC Premises Contribution	£ 25,000.00	£ 12,500.00	£ 12,500.00	50.00%	LCC Staffing		£ 134,476.00	£ 71,086.92	£ 63,389.08	52.86%
Other Income	£ 912.61	£ 2,646.86	-£ 1,734.25	290.03%	Highways Expenditure	£ 331.03	£ 8,000.00	£ 4,630.25	£ 3,700.78	57.88%
Highways Income		£ 300.00	-£ 300.00		Strand Wharf Expenditure		£ 2,450.00	£ 1,258.61	£ 1,191.39	51.37%
Strand Wharf	£ 1,000.00	£ 3,500.00	-£ 2,500.00	350.00%	Skate Park Expenditure	£ 2,402.25	£ 4,550.00	£ 1,577.91	£ 5,374.34	34.68%
LCC Fundraising		£ 156.81			Paddling Pool	£ 1,659.70	£ -	£ -	£ 1,659.70	0.00%
					Skate Park Staffing		£ 3,921.00	£ 2,375.69	£ 1,545.31	60.59%
					Strand Wharf (Capital)	£ 76,923.37	£ -	£ 73,412.32	£ 3,511.05	
Total Income	£ 131,912.61	£ 92,594.89	£ 39,474.53	70.19%	Total Expenditure	£ 108,474.91	£ 225,167.00	£ 192,426.62	£ 141,215.29	57.67%

COMMUNITY CENTRE DETAILED BUDGET					2016/17					
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2016/17	Expenditure	Balance	% Spent
Room Hire	£ 105,000.00	£ 73,491.22	£ 31,508.78	69.99%	Insurance		£ 2,800.00	£ 2,746.49	£ 53.51	98.09%
LTC Building Contribution	£ 25,000.00	£ 12,500.00	£ 12,500.00	50.00%	Business Rates		£ 8,000.00	£ 6,388.00	£ 1,612.00	79.85%
			£ -		Legal Lease Fees		£ -	£ 3,340.84	-£ 3,340.84	
LTC Events Hire	£ 600.00	£ 299.25	£ 300.75	49.88%	Utilities		£ 18,800.00	£ 11,555.25	£ 7,244.75	61.46%
Events at LCC		£ 2,035.00	-£ 2,035.00		Catering		£ -	£ 312.61	-£ 312.61	
Coffee Machine Recovery	£ 312.61	£ 312.61	£ -		Infrastructure Costs + F&F (Capital)	£ 12,076.68	£ 4,000.00	£ 150.73	£ 15,925.95	3.77%
Other Income		£ 534.91	-£ 534.91		Professional Fees	£ 5,000.00			£ 5,000.00	
			£ -		Cleaning & Waste / H&S		£ 7,000.00	£ 4,371.44	£ 2,628.56	62.45%
			£ -		Advertising & Website		£ 3,000.00	£ 844.15	£ 2,155.85	28.14%
Grants Received		£ -	£ -		Security & Alarms	£ 2,170.49	£ 2,300.00	£ 680.08	£ 3,790.41	29.57%
Friends Fundraising		£ 156.81	-£ 156.81		Internal Maintenance	£ 1,491.50	£ 10,000.00	£ 5,446.75	£ 6,044.75	54.47%
					External Maintenance	£ 4,632.89	£ 6,500.00	£ 508.74	£ 10,624.15	7.83%
					Miscellaneous		£ 2,000.00	£ 2,313.64	-£ 313.64	115.68%
					Licences		£ 3,870.00	-£ 731.25	£ 4,601.25	-18.90%
					IT		£ 1,000.00	£ 157.45	£ 842.55	15.75%
					Janitorial Costs (Uniforms Etc)		£ 500.00	£ -	£ 500.00	0.00%
					Contingencies		£ 2,000.00		£ 2,000.00	0.00%
					Salaries (Admin)		£ 57,280.54	£ 29,838.24	£ 27,442.30	52.09%
					Salaries (Janitorial)		£ 77,195.46	£ 41,248.68	£ 35,946.78	53.43%
					Friend's Purchases	£ 1,787.00	£ 156.81	£ -	£ 1,943.81	
TOTAL INCOME	£ 130,912.61	£ 89,172.99	£ 41,739.62	68.12%	TOTAL EXPENDITURE	£ 27,158.56	£ 206,246.00	£ 109,171.84	£ 122,445.72	52.93%

HIGHWAYS DETAILED BUDGET				2016/17		
EXPENDITURE	Earmarked Reserves	Budget 2016/17	Income	Expenditure	Balance	% Spent
School Crossing Patrols		£ 4,500.00		£ 4,291.75	£ 208.25	95.37%
Bus Shelters	£ -	£ 3,000.00		£ 38.50	£ 2,961.50	1.28%
New Bus Shelters		£ -		£ -	£ -	
Highway Infrastructure	£ 331.03	£ 500.00		£ -	£ 831.03	0.00%
Phone Box			£ 300.00	£ 300.00	£ -	
Staff Costs		£ -			£ -	
TOTAL EXPENDITURE	£ 331.03	£ 8,000.00	£ 300.00	£ 4,630.25	£ 4,000.78	55.58%
NB School Crossing Patrol Payment is for 2015-16						

SKATE PARK DETAILED BUDGET				2016/17		
EXPENDITURE	EMR 2015/16 B/F	Budget 2016/17	Expenditure	Balance	% Spent	
Reserve from 2015/16	£ 2,402.25			£ 2,402.25		
Rent		£ 50.00	£ 50.00	£ -	100.00%	
Cleaning		£ 2,000.00	£ 604.44	£ 1,395.56	30.22%	
Electricity		£ 500.00	£ 139.86	£ 360.14	27.97%	
Miscellaneous		£ 300.00	£ 333.61	-£ 33.61	111.20%	
Grass Cutting		£ 700.00	£ 450.00	£ 250.00	64.29%	
Skate Park Maintenance		£ 1,000.00	£ -	£ 1,000.00	0.00%	
Staffing Costs		£ 3,921.00	£ 2,375.69	£ 1,545.31	60.59%	
TOTAL EXPENDITURE	£ 2,402.25	£ 8,471.00	£ 3,953.60	£ 6,919.65	46.67%	

STRAND WHARF DETAILED BUDGET			2016/17		
INCOME & EXPENDITURE	Budget 2016/17	Income	Expenditure	Balance	% Spent
Income	£ 1,000.00				
Strand Wharf Running Costs	£ 2,000.00		£ 35.00	£ 1,965.00	1.75%
Maintenance	£ 300.00		£ 780.57	-£ 480.57	260.19%
Electricity	£ 150.00		£ 121.71	£ 28.29	81.14%
Memorial Plaques		£ 3,500.00	£ 321.33	£ 3,178.67	
TOTAL EXPENDITURE	£ 2,450.00	£ 3,500.00	£ 1,258.61	£ 4,691.39	51.37%

[Agenda](#)

Leigh Community Centre Cash Flow 2012 - 16							
	Month	Invoiced Income	Total Received Income	LTC Revenue Contribution	Total Expenditure	Less Capital Expenditure	Difference
Set-Up Budget	Aug-12	£0.00	£0.00	£1,312.50	£18,046.90	£13,605.11	£-3,129.29
	Sep-12	£0.00	£0.00	£1,312.50	£8,834.63	£3,398.76	£-4,123.37
	Oct-12	£3,800.07	£843.65	£1,312.50	£7,983.50	£320.00	£-5,507.35
	Nov-12	£3,175.57	£5,873.75	£1,312.50	£14,538.07	£3,884.26	£-3,467.56
	Dec-12	£5,610.82	£2,292.98	£1,312.50	£13,521.56	£645.01	£-9,271.07
	Jan-13	£1,764.17	£3,140.72	£1,312.50	£11,496.85		£-7,043.63
	Feb-13	£359.40	£3,169.51	£1,312.50	£10,688.30	£101.09	£-6,105.20
	Mar-13	£9,009.42	£10,554.28	£1,312.50	£16,881.53	£1,050.46	£-3,964.29
	Apr-13	£8,485.47	£1,577.94	£1,958.33	£14,154.71	£1,432.00	£-9,186.44
	May-13	£5,115.71	£6,210.56	£1,958.33	£18,814.15	£3,186.22	£-7,459.04
	Jun-13	£1,698.10	£1,325.01	£1,958.33	£9,632.82		£-6,349.48
	Jul-13	£7,536.48	£10,381.22	£1,958.33	£12,495.25	£157.69	£1.99
	Aug-13	£3,893.73	£5,040.27	£1,958.33	£8,515.51	£7.74	£-1,509.17
	Sep-13	£5,849.48	£8,577.68	£1,958.33	£10,872.80	£548.99	£212.20
	Oct-13	£6,730.54	£7,462.20	£1,958.33	£11,178.93	£120.00	£-1,638.40
	Nov-13	£4,945.07	£6,067.27	£1,958.33	£11,753.43	£1,387.49	£-2,340.34
	Dec-13	£3,510.93	£4,785.96	£1,958.33	£11,279.18		£-4,534.89
	Jan-14	£12,297.41	£7,022.15	£1,958.33	£16,201.78	£1,065.00	£-6,156.30
	Feb-14	£8,795.92	£10,505.03	£1,958.33	£10,075.28	£23.79	£2,411.87
	Mar-14	£7,205.25	£9,393.62	£1,958.33	£14,246.18	£2,442.83	£-451.40
	Apr-14	£6,094.61	£5,023.84	£1,958.33	£11,483.00	£817.18	£-3,683.65
	May-14	£7,433.50	£5,127.62	£1,958.33	£10,825.52	£53.07	£-3,686.50
	Jun-14	£7,100.74	£8,550.17	£1,958.33	£14,301.39	£2,109.63	£-1,683.26
	Jul-14	£3,433.59	£8,445.22	£1,958.33	£25,713.42	£15,071.28	£-238.59
	Aug-14	£6,296.56	£3,478.77	£1,958.33	£10,124.50	£223.88	£-4,463.52
	Sep-14	£10,312.18	£5,951.65	£1,958.33	£10,917.22	£35.85	£-2,971.39
	Oct-14	£9,052.71	£11,487.66	£1,958.33	£10,004.71	£690.04	£4,131.32
	Nov-14	£6,727.47	£10,658.61	£1,958.33	£13,959.96		£-1,343.02
	Dec-14	£7,374.93	£6,026.04	£1,958.33	£15,438.50	£1,190.82	£-6,263.31
	Jan-15	£7,417.35	£7,519.46	£1,958.33	£13,804.00		£-4,326.21
	Feb-15	£12,949.49	£11,079.19	£1,958.33	£15,131.03	£667.20	£-1,426.31
	Mar-15	£8,128.12	£10,668.67	£1,958.33	£15,643.23	£1,122.50	£-1,893.73
	Apr-15	£9,755.24	£9,509.71	£2,083.33	£12,548.05	£58.82	£-896.19
	May-15	£8,744.85	£7,754.97	£2,083.33	£13,709.15	£181.08	£-3,689.77
	Jun-15	£7,697.38	£8,641.07	£2,083.33	£15,491.14	£0.00	£-4,766.74
	Jul-15	£6,365.26	£10,161.25	£2,083.33	£16,219.54	£761.03	£-3,213.93
	Aug-15	£8,088.01	£6,093.68	£2,083.33	£12,647.56		£-4,470.55
	Sep-15	£10,421.33	£9,396.69	£2,083.33	£12,472.81	£38.11	£-954.68
	Oct-15	£11,987.26	£12,187.84	£2,083.33	£21,275.04		£-7,003.87
	Nov-15	£8,135.69	£10,490.49	£2,083.33	£12,490.50	£936.20	£1,019.52
	Dec-15	£9,210.02	£5,192.11	£2,083.33	£20,410.38	£598.89	£-12,536.05
	Jan-16	£9,170.50	£12,521.12	£2,083.33	£13,549.26	£193.74	£1,248.93
	Feb-16	£10,707.15	£8,835.67	£2,083.33	£13,042.14	£265.25	£-1,857.89
	Mar-16	£9,959.86	£12,094.29	£2,083.33	£18,037.21	£4,636.22	£776.63
	Apr-16	£11,387.67	£9,138.30	£2,083.33	£13,764.67		£-2,543.04
	May-16	£9,019.05	£9,038.75	£2,083.33	£13,217.90		£-2,095.82
	Jun-16	£9,172.57	£9,663.11	£2,083.33	£18,693.99		£-6,947.55
	Jul-16	£6,603.06	£9,558.13	£2,083.33	£13,324.81		£-1,683.35
	Aug-16	£10,477.98	£8,239.18	£2,083.33	£18,748.18		£-8,425.67
	Sep-16	£11,794.58	£8,975.40	£2,083.33	£13,969.24	£150.73	£-2,759.78
	Oct-16	£11,454.48	£10,263.48	£2,083.33	£17,156.09		£-4,809.28
	Nov-16						£0.00
	Dec-16						£0.00
	Jan-17						£0.00
	Feb-17						£0.00
	Mar-17						£0.00
		£372,256.73	£375,995.94	£97,083.19	£709,325.50	£63,177.96	£-173,068.41
Total I&E 2012/13		£23,719.45	£25,874.89	£10,500.00	£101,991.34	£23,004.69	£-42,611.76
Total I&E 2013/14		£76,064.09	£78,348.91	£23,499.96	£149,220.02	£10,371.75	£-36,999.40
Total I&E 2014/15		£92,321.25	£94,016.90	£23,499.96	£167,346.48	£21,981.45	£-27,848.17
Total I&E 2015/16		£110,242.55	£112,878.89	£24,999.96	£181,892.78	£7,669.34	£-36,344.59
Total I&E 2016/17		£69,909.39	£64,876.35	£14,583.31	£108,874.88	£150.73	£-29,264.49

Period: 1st September 2015 to 31st August 2016			
Budgeted income as set by the Council in its Budget Cycle.			
Actual invoiced income is 120.78% of the predicted income and 60.35% of the maximum possible income (assuming full utilisation of the building 2015/16)			
	Budgeted Income	Actual Invoiced Income	Difference
Sep-15	£7,500.00	£10,421.33	£2,921.33
Oct-15	£7,500.00	£11,987.26	£4,487.26
Nov-15	£7,500.00	£8,135.69	£635.69
Dec-15	£7,500.00	£9,210.02	£1,710.02
Jan-16	£7,500.00	£9,170.50	£1,670.50
Feb-16	£7,500.00	£10,707.15	£3,207.15
Mar-16	£7,500.00	£9,959.86	£2,459.86
Apr-16	£8,750.00	£11,387.67	£2,637.67
May-16	£8,750.00	£9,019.05	£269.05
Jun-16	£8,750.00	£9,172.57	£422.57
Jul-16	£8,750.00	£6,603.06	-£2,146.94
Aug-16	£8,750.00	£10,477.98	£1,727.98
Total	£96,250.00	£116,252.14	£20,002.14

Period: 1st September 2016 to 31st August 2017			
Budgeted income as set by the Council in its Budget Cycle.			
Actual invoiced income is 132.85% of the predicted income and 47.65% of the maximum possible income (assuming full utilisation of the building 2016/17)			
	Budgeted Income	Actual Invoiced Income	Difference
Sep-15	£8,750.00	£11,794.58	£3,044.58
Oct-15	£8,750.00	£11,454.48	£2,704.48
Nov-15	£8,750.00		-£8,750.00
Dec-15	£8,750.00		-£8,750.00
Jan-16	£8,750.00		-£8,750.00
Feb-16	£8,750.00		-£8,750.00
Mar-16	£8,750.00		-£8,750.00
Apr-16			£0.00
May-16			£0.00
Jun-16			£0.00
Jul-16			£0.00
Aug-16			£0.00
Total	£61,250.00	£23,249.06	-£38,000.94

LCC Income & Expenditure 2012-16

