



Leigh-on-Sea Town Council

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Chairman: Cllr Keith Evans | **Vice Chairman:** Cllr Dr. David Bowry

Town Clerk: Helen Symmons PSLCC



Members of the committee are summoned to attend a meeting of the
COMMUNITY & CULTURE COMMITTEE
of Leigh-on-Sea Town Council
on **Tuesday 14th February 2023** commencing at **7.30 pm.**
at Leigh-on-Sea Community Centre, 71-73 Elm Road,
Leigh-on-Sea, SS9 1SP

Committee Membership

Cllrs: David Bowry, Vinice Cowell, Keith Evans, Anita Forde, Paul Gilson, Emma Mills, Carole Mulroney (Chairman), James Preston and Andy Wilkins

Helen Symmons

Helen Symmons PSLCC
Town Clerk
9th February 2023

Any member who is unable to attend should send their apologies to the Town Clerk before the meeting

AGENDA / BUSINESS TO BE TRANSACTED

1. CHAIRMAN AND HOUSEKEEPING ANNOUNCEMENTS

2. APOLOGIES FOR ABSENCE

Cllr Mulroney gave apologies in advance of the agenda being published.

3. DECLARATIONS OF MEMBERS' INTERESTS

4. TO APPROVE MINUTES OF THE COMMUNITY & CULTURE COMMITTEE [11TH OCTOBER 2022](#)

5. PUBLIC REPRESENTATIONS

Request from the British Comedy Society in conjunction with His Majesty's Lord Lieutenant of Essex and the Essex Women's Commemoration Project to place a blue plaque on Leigh Community Centre in honour of local girl and star of stage, screen and radio, Peggy Mount OBE (2nd May 1915 – 13th November 2001). They would also hold an unveiling event followed by a ticketed reception in the Donald Fraser Hall, in aid of charity.

6. TOWN CLERK'S REPORT ([Appendix 1](#)) page 6

LEIGH COMMUNITY CENTRE

7. FACILITIES REPORT

- The report from the electrical conditions survey of the building showed an overall assessment of unsatisfactory and remedial works were necessary. These works have now been undertaken.
- The bar top has been revarnished by staff

- Investigations are taking place with regard to a persistent leak in the caretakers ground floor cupboard

8. BOOKINGS REPORT

We have welcomed 10 new regular hirers since October 2022 taking the total number of regular hirers to 50. This means that just for regular hirer sessions we are seeing approximately 1,300 people attend the community centre weekly.

9. CAFE REPORT

There has been an intense period of adjustment for both café and existing Council staff, with a considerable increase in work to Council staff to support the administration and promotion of the café. Caretakers have also undertaken extra cleaning duties from the café. The only change requested of café staff was end of day reconciliation of takings and buying café supplies more effectively. We are currently advertising for additional casual workers to ensure cover is available during holiday and sickness absence.

Some of the existing facilities need to be shared with the bar service and therefore a chest freezer is required to assist with buying opportunities of supplies. Large equipment purchases for the kitchen have always been the responsibility of Council as they become a Council asset. This is not a new process and will cost approximately £500.

The bar will be continued to run as a separate entity by the existing bar operator until the end of March and then the new operator will take over. This will be under the same arrangement.

10. ARTS GROUP REPORT

Applications closed for the Artist in Residence scheme on 30th January. Two applications were received and interviews are being arranged. We now have a smaller exhibition space available in the café and the Arts Group will administer this.

ALLOTMENTS

11. ALLOTMENTS UPDATE

All allotment holder annual rental has been received. Some plots became available but these are being let.

Manchester Drive Allotments

Discussions are in place amongst plot holders with regard to one allotment society for the whole site. All plot holders will be consulted.

Some necessary repairs have been undertaken to fences.

Marshall Close

Nothing to report

COMMUNITY FACILITIES

12. SKATE PARK

The annual external inspection report has been received and is being reviewed. The risk remains moderate as expected for a skate park. Some remedial work needs to be undertaken.

A refurbishment of the lighting at the park needs to take place. Quotes are being obtained for refurbishing the existing lighting but also for solar lighting.

13. STRAND WHARF

Remedial works will commence soon to the seating surrounding the planters.

14. PADDLING POOL

The Town Clerk remains in contact with Southend City Council. The plan is still to commence works in April 2023.

HEALTH & WELLBEING PROGRAMMES

15. EVENTS

Christmas 2022

The Christmas events and activities were well received. Over 100 advent giving hampers were donated by residents and distributed by Council staff. Sixty children enjoyed the Christmas decoration workshop and the same number attended the Over 60's Christmas party. Many community groups sang around the Christmas tree and received good support and there was a steady flow of customers to the Festive market. The elves responded to approximately 200 Santa letters and a good number of traders joined in the first Winter Wanderleigh trail. In addition, local schools made Christmas cards for our Over 60's club and community transport members and these were distributed.

Leigh Lions sponsored the Christmas tree in Library Gardens and Forrester Hyde a garden tree.

Herd in the City

Our elephant design is now finalised and staff have attended the marketing briefings. A variety of events and activities as well as art wall exhibitions will be organised by staff to surround the trail element in Leigh.

Coronation

The King's Coronation takes place on Saturday 6th May. Local elections will have taken place on Thursday 4th May when all seats on Leigh Town Council are up for election. From 27th March until 4th May we enter the pre-election period and guidance is that we should not arrange proactive media or events involving candidates.

We are allowed to continue to discharge normal council business and therefore the Over 60's social club (an existing activity organised by staff and run by volunteers) will be able to have a Coronation tea on Wednesday 3rd May. An application for funding to cover the expense will be made to the National Lottery. We are also able to hold a coronation themed activity for children as again this is an existing activity that we offer at times. It is believed that Royal British Legion will again be selling lamp post style decorations which we used at the Jubilee event in Bonchurch Park celebration and which could help decorate some areas in the Town. Quotes will be obtained.

Seasonal Market

In October the Committee resolved to hold seasonal markets. The Festive Market attracted 25 stall holders but only 3 of these were food stalls. Crafts and gifts were predominantly the trades who approached us to have a stall. Only one trader from the previous Farmers' Market expressed interest and attended. Four stalls did not turn up on the day. There was a steady flow of visitors but footfall was not brilliant. There are currently two other hirers that hold regular monthly markets at Leigh Community Centre and are very popular. Given that any additional market that the Council might provide could dilute the trade of the other markets, this poses a risk of losing two valuable hirers.

It is therefore **RECOMMENDED** that for the present time the Council pause provision of their own seasonal markets.

The door is still open for the Farmers' Market trading group to submit their proposals for reinstating this market but to date nothing has been received.

16. COMMUNITY TRANSPORT AND SOCIAL CLUB

A theatre trip took place to the pantomime at the Towngate Theatre in December and the next trip is for lunch at the Cherry Tree pub in Stambridge. Both trips have been well supported. The programme of activities for the Over 60's club is set through to April. The club has a regular 20 for lunch with approximately another 20-30 attending for drinks and biscuits. Participants are coming further afield than just Leigh now.

17. CHILDREN'S SCHOOL HOLIDAY PROGRAMME

February half term activities have been planned and promoted.

ENVIRONMENT FACILITIES & SERVICES

18. CHRISTMAS LIGHTING

There were a few teething problems with the new lighting but nothing that could not be accommodated. Timers were mainly the issue but with all lighting being LED, electricity usage and cost was minimal. The Council received some favourable reviews to the new lighting scheme on social media.

COMMUNITY PARTNERSHIP PROGRAMMES

19. SPECIAL CONSTABLES

Another volunteer came forward for the scheme but sadly failed the assessment.

20. YOUTH CLUB AND YOUTH FORUM

The youth club number is slowly increasing again after a long break. Taster sessions on musical instruments has been introduced and it is hope this will help improve numbers.

Youth Forum sessions will cease after March unless another councillor wishes to organise this. Cllr Forde has advised staff that she will not be organising anymore.

COMMUNITY SERVICES FUNDING

21. FIRST AID POST

A planning application has been submitted by Southend City Council to amend some of the original design.

FINANCE

22. COMMITTEE BUDGET REPORT 2022/23 ([Appendix 2](#)) page 7

23. TO CONSIDER ANY UNDERSPENDS IN 2022/23 BUDGET TO EARMARK AS A RESERVE **DECISION ITEM**

It is **RECOMMENDED** that the Committee **recommend to Council via Finance & Governance Committee** the following movements to Earmarked Reserves (EMR) at the year end:

Purpose of Reserve	Opening Balance	Movement	Closing Balance
Allotments Infrastructure	£4660.28	£2000.00	£6660.28
Allotment works	£6620.19	£1000.00	£7620.19
Allotments – Leigh side maintenance	£400.00	£2201.12	£2601.12
C&C General Services	£2788.00	-	£2788.00
H & W General Events	£12825.90	£1500.00	£14325.90
Bunting Workshop	£1000	Moved to H&W	£0.00
Christmas Lights Structure	£9002.00	-£2378.60	£6623.40
Community Transport	£800.00	-	£800.00
Skate Park	£10497.75	£1727.50	£12225.25
CFC other	£1831.03	-	£1831.03
Community Centre	£35119.88	£2500.00	£37619.88
Paddling Pool	£2659.70	£10000 -£17276.38	£4616.68
Strand Wharf Planters	£3541.67	£1000.00	£4541.67
Community Specials	£7500.00	£1000	£8500.00
School Crossing Patrol	£11384.60	£4700.00	£16084.60
Good for Leigh (Safe Sun)	£500	-£42.37	£457.63
LCC Staff	NEW	£5000	£5000
First Aid Post	NEW	£1000	£1000

COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2022/23

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
C&C 11-10-22	61. Lorna & Lotties	RESOLVED to recommend to F&G that Council operate cafe	01-11-22	Added to F&G agenda	NFA	
C&C 11-10-22	62. Premises Licence	RESOLVED that Council should seek external party to operate bar service	30-11-22	TC in talks with an interested party	NFA	
C&C 11-10-22	69. Farmers Market	RESOLVED to hold 3 seasonal markets organised by Council internally	10-11-22	Festive Market being arranged	NFA	
C&C 11-10-22	78. 2023/24 Committee budget	RESOLVED to recommend to F&G	01-11-22	Added to F&G agenda	NFA	

[Agenda](#)

COMMUNITY & CULTURE COMMITTEE										
INCOME	Budget 2022/23	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2022/23	Expenditure	Balance	% Spent
Leigh Community Centre	£ 100,000.00	£ 91,432.30	£ 8,567.70	91.43%	Leigh Community Centre	£ 35,119.88	£ 53,150.00	£ 44,233.06	£ 8,916.94	83.22%
Friends of LCC		£ 118.00			Community Centre Staffing		£ 148,000.00	£ 124,049.11	£ 23,950.89	83.82%
Allotments	£ 19,325.00	£ 22,264.75	-£ 2,939.75	115.21%	Friends of LCC	£ 1,104.80		£ 299.27		
Community Facilities	£ 3,900.00	£ 1,810.83	£ 2,089.17		Allotments	£ 11,680.47	£ 29,200.00	£ 19,151.67	£ 10,048.33	65.59%
Council H&WB Programmes	£ 4,750.00	£ 3,298.82	£ 1,451.18	69.45%	Community Facilities	£ 22,560.15	£ 23,275.00	£ 22,602.52	£ 672.48	97.11%
Environment Facilities & Services	£ -	£ 475.00			Council H&WB Programmes	£ 14,625.90	£ 21,600.00	£ 27,246.37	-£ 5,646.37	126.14%
					Environment Facilities & Services	£ 12,290.00	£ 35,675.00	£ 37,803.47	-£ 2,128.47	105.97%
					Community Partnership Programmes	£ 7,500.00	£ 6,250.00	£ 1,251.25	£ 4,998.75	20.02%
NB - Grant recd £12,500 (under F&G)					Community Services Funding	£ 11,384.00	£ 5,700.00	£ -	£ 5,700.00	0.00%
Grant recd £2585 (under F&G)					Committee Staffing		£ 15,250.00	£ 9,564.51	£ 5,685.49	62.72%
Grant recd £650 (under F&G)										
TOTAL COMMITTEE INCOME	£ 127,975.00	£ 119,399.70	£ 8,575.30	93.30%	TOTAL COMMITTEE EXPENDITURE		£ 338,100.00	£ 286,201.23	£ 51,898.77	84.65%