

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

28th May 2015

Notice is hereby given that a meeting of the **COMMUNITY FACILITIES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday 2nd June 2015** in Room 6, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.30pm.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. TO APPROVE THE MINUTES OF THE CFC MEETINGS OF 7th APRIL AND 13th MAY 2015
4. DECLARATION OF MEMBERS' INTERESTS

HIGHWAY INFRASTRUCTURE

5. PROVISION OF LITTER BIN AT TOP OF CHURCH HILL

A request has been received from St Clements Church for the placing of a litter bin at the top of Church Hill steps. Litter bins are provided by the Borough Council and are emptied by the Borough Council's waste contractor.

The relevant officer of the Borough Council has confirmed that it is feasible for a bin to be placed in this position provided it can be anchored securely to avoid vandalism. There is a traffic post at the top of the steps (shown in the attached plan) to which the bin could be chained. Confirmation is awaited from the Borough Officer that this would be acceptable. The officer has also confirmed that collection would be possible from this position.

All being well the Borough Council would install the bin and arrange for emptying and there is a possibility of a contribution from an external source. The cost of the bin is approximately £450.

A bin in this position has two advantages. First, rubbish accumulates at the top of the Hill on a regular basis and secondly, there are many complaints about rubbish on the Hill itself which the bin would help to reduce. As the Hill is the main pedestrian route between the Broadway and the Old Town it is especially important to keep it as clean and tidy as possible especially as it is in a conservation area and one of the most attractive walkways in the town.

There are sufficient funds in the Highway Infrastructure budget for this provision £4,000.

Members are **asked** to consider the positioning of a litter bin at the top of Church Steps.

6. PROVISION OF DOG BIN OUTSIDE THE COMMUNITY CENTRE

A request has been received for a dog bin to be positioned at the Centre. Elm Road and Pall Mall have been particular areas where dogs' mess has been subject of complaints. To a certain extent the posters issued by the Town Council have helped but it is still a problem.

The relevant officer at the Borough Council has confirmed that it is feasible to place a bin at the Centre and it would be emptied twice a week, subject to there being no objection from

neighbours. The Town Clerk is consulting neighbouring properties and will report on their response.

A suitable position needs to be selected away from the entrance to the building and where it can be an obstruction to vehicles using the front parking and also away from the possibility of smell pollution.

Members may not be aware that it is perfectly legal for dog walkers to dispose of mess in normal litter bins and in a way this is a better solution as it dilutes the smell being mixed with other rubbish. There is of course a litter bin outside the Centre.

The cost of the bin and installation is around £500. There are sufficient funds in the Highway Infrastructure budget for this provision £4,000.

Members are **asked** to consider the positioning of a dog bin at the Centre.

7. FORMATION OF STREET FURNITURE TASK & FINISH GROUP

MOTION: That a Street Furniture Task and Finish Group be established to advise on matters related to Town Council owned Street Furniture and Bus Shelters.

That the Committee nominates members to this group

Proposer: Cllr Richard Herbert; seconded Cllr Caroline Parker

COUNCIL ASSETS

8. SKATE PARK REPORT – Officer Information Report

The central light column flood lights have been damaged by footballs being kicked at them. Investigations are underway to fabricate a metal grid to go round the pole just below the lights to prevent any ball reaching them. When this is organised a cherry picker will be used to install it and at the same time an electrician will repair or replace the damaged lights.

The Skate Park repairs that were undertaken as matter of urgency are satisfactory; unfortunately the repair at the western end of the bowl was disturbed while still wet and as a consequence there has been some break up.

9. STRAND WHARF REPORT – Officer Information Report

The deadline for expressions of interest under the procurement system has passed and no further applications have been received. The tender process will now proceed.

LEIGH COMMUNITY CENTRE

10. COMMUNITY CENTRE ACTION REPORT – Officer update report.

- External Advertising Display Screen. When time allows an application for advertising consent will be submitted to SBC. The application requires plans and an elevation to be prepared.
- The website layout has been prepared in draft format for members to comment on, logon details have been supplied separately. The domain name leighcommunitycentre.com will be moved to the new host once the site is ready to go live.
- H&S documentation has been reviewed by the Facilities Manager and actions are being undertaken on an ongoing basis.
- The deadline for the staffing adverts has passed with 19 applications for the Community Centre Administrator and 8 for the part-time Janitor post. Interviews are being arranged for the week commencing 1st June 2015.

11. FORMATION OF COMMUNITY CENTRE DEVELOPMENT POLICY DEVELOPMENT GROUP
(Confidential Appendix 1)

MOTION: That a Policy Development Group be established, consisting of members of the CF Committee and such members of the public as the Group from time to time invites, to consider all aspects of the future development of the Centre. That Cllrs. Herbert, Hanman and Mulroney be authorised to discuss matters related to the future of the Centre with officers and members of the Borough Council and others on behalf of the Committee.

Proposer: Cllr Richard Herbert; seconded Cllr Alistair Hanman

12. REPORT FROM BURSARY PDG MEETING 21st April 2015 - Report 2518/CFPDG (Appendix 1)

RECOMMENDATION:

- That there should be a formal advertisement (newspaper and website) twice yearly in April and September, with a set deadline (in 2015/16 the first round will be in June)
- All applications will be in the format referred to in the report with accounts attached (Appendix 2 to the report)
- The current budget of £1,400 will be equally divided between the two rounds £700 in April and £700 in September.
- Any remaining funds left after the formal application rounds will be available for one off applications, on a first come first served basis with the same format of application as the twice yearly rounds.

The Committee is requested to agree the recommendation.

13. ELSIE'S PLACE CIC FINANCIAL STATEMENT – 27th May 2015 - Report 2520/PB (Appendix 2)

14. BUDGET REPORT – Report 2519/CFC – 27th May 2015 – (Appendix 3)

15. 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 items 16 and 17 the public and press be temporarily excluded and they are instructed to withdraw (SO.3(d)) - (contractual)

16. APPLICATIONS FOR CAFETERIA FRANCHISE – Report 2521/CFC (Confidential Appendix 2)

To consider applications received and to consider the recommendation in the report. That the Town Clerk be given delegated authority to negotiate transitional arrangements and transfer of the franchise.

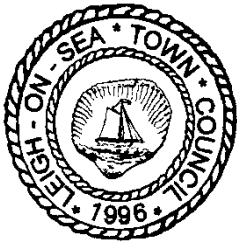
17. DRAFT 30 YEAR LEASE FOR LEIGH COMMUNITY CENTRE – Report 2522/CFC (Confidential Appendix 3)

The Committee is **requested** to note the terms of the lease as previously agreed by Council.



Paul Beckerson
Town Clerk
28th May 2015

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



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Report 2518/CFPDG

COMMUNITY FACILITIES - POLICY AND DEVELOPMENT GROUP

Present: Cllrs Carole Mulroney (Convenor), Val Morgan and Caroline Parker

In Attendance: Paul Beckerson (Town Clerk)

Meeting opened at 6.45pm

The meeting discussed the current situation regarding bursaries and the options produced in the report appended as appendix 1.

RECOMMENDATION

- That there should be a formal advertisement (newspaper and website) twice yearly in April and September, with a set deadline (in 2015/16 the first round will be in June)
- All applications will be in the format referred to in the report with accounts attached (Appendix 2)
- The current budget of £1,400 will be equally divided between the two rounds £700 in April and £700 in September.
- Any remaining funds left after the formal application rounds will be available for one off applications, on a first come first served basis with the same format of application as the twice yearly rounds.

Meeting closed at 7.05pm

COMMUNITY CENTRE BURSARY FUND

This report, prepared by Councillor Mulroney (the mover of the proposal to refer this matter to the PDG), is purely to give the factual background to the issue and to aid discussion. The comments are hers and are not intended to imply or recommend any particular course of action.

Introduction

At its meeting on 7 April the Community Facilities Committee considered three applications for one-off bursaries.

The Committee resolved to grant 50% of each of the amounts requested, but to halt granting such bursaries until a formal policy had been agreed.

Concern was expressed that this sort of one-off request was not the original intention of the bursary fund and that by agreeing to fund one-off events the Council could be opening the flood gates and would find it difficult to resist such applications which would deplete the fund for the originally intended recipients. There needed to be clear criteria if such bursaries were to be allowed.

This PDG was called as a means of discussing a policy and criteria for one-off applications with a view to reporting back to the next meeting of Community Facilities Committee with its recommendations.

The Bursary Fund

The bursary fund was set up by the Council to assist those groups who would be disadvantaged by the hiring charges at the Community Centre. A set of criteria were agreed, in order to assess each application, as follows -

- Fill in a simple application form
- Dates required
- Date of application
- Kind of group (legal entity)
- Goal of the group
- Why they require the bursary
- Income and expenditure
- What benefit do they give to the community
- Are they assisting the economically disadvantaged
- Number of people in the group

Members were clear that a reduction in cost was an option and that it may be possible to seed fund groups for a limited period.

Applications would be considered every 6 months.

The Bursary Fund was later supplemented by a generous grant from Leigh Lions of £1000. It is not known whether this will be on a continuous basis.

The budgeted amount for this financial year is £1,400.

Comment

Whilst on the face of it the criteria would seem to allow the one-off situation there are difficulties, as referred to above.

In past financial years the budgeted amount has not been fully taken up, but this may be due to a lack of active promotion to the type of groups the Fund was set up to assist.

In other areas the Council assists outside organisations such as the Regatta and Folk Festival from a separate budget head but the criteria has always included submission of their accounts for inspection and these are scrutinised before the grant is confirmed.

By their nature one-off events may not be capable of meeting the 6 monthly criteria and if dealt with on a first come first served basis the Fund could be used up very quickly, thus depriving other worthy cases of a grant, if they come along once the allocation is spent.

The following are suggested areas for discussion, but are not exclusive.

1. Should we give one-off bursaries?
2. If we do, is the 6 month rule too restrictive?
3. What are the criteria we would take into account?
4. Should a predetermined amount be set aside in the Bursary Fund for one-off applications on a first come first served basis?
5. Should the set aside amount be equalled out per month for one-off bursaries which, if not used rolls forward to the main Bursary Fund?
6. Should there be a portion set aside for emergency applications?

Bursary Fund Application

All users of the Community Centre have to pay for the rooms they use for the Town Council recognises that there are some groups who offer a high value to the community but have little or no funding. These groups are invited to apply for a grant from the Town Council's bursary fund which will be used to offset or reduce the cost of room hire.

Newly formed community groups who are uncertain about their funding are also encouraged to apply.

Applicants should fill in the following application form and send to Leigh-on-Sea Town Council.

Applicants will be considered every 6 months by the Leigh Community Centre Committee whose decision on the award of grants is final. Applicants will be informed of the result of their application within 14 days of the Committee meeting.

Name			
Contact number		Email Address	
Name of group		Number of people in your group	
Date of application		Date's the room will be required	
Cost of the room hire		The room you want to hire	
Goal of the group			
What benefit does the group give to the community			
Why do you require a bursary			
Is your group assisting the economically disadvantaged?		The kind of group (legal entity)	
The groups income and expenditure	Please attach a copy of your accounts		

Elsie's Place C.I.C. Account's Summary 2015

		Takings	Expenditure	Surplus / Deficit	Food Supplies	Coffee Machine Rental	Coffee Machine Supplies	Cleaning	Repairs & Renewals	Fixtures & Fittings	Salaries	Equipment	Clothing	Printing, Stationery & Packaging	First Aid & Entertainment	Insurance	Company Set-up & Loan Payments	Advertising
January	Bank		£2,386.83		£54.64	£94.80	£65.97				£1,879.92					£278.50	£13.00	
	Cash	£3,902.55	£1,072.56	£443.16	£1,046.83			£0.00	£0.00	£0.00		£0.00	£0.00	£5.73	£20.00			
February	Bank		£3,083.85		£136.00	£0.00	£0.00				£2,797.85	£0.00					£150.00	
	Cash	£4,044.05	£1,005.08	-£44.88	£953.25			£4.50	£4.99	£17.84		£4.50	£0.00	£0.00	£20.00			
March	Bank		£2,868.14		£15.50	£189.60	£196.44				£2,316.60	£0.00					£150.00	
	Cash	£4,784.80	£1,279.29	£637.37	£1,268.79			£5.10	£0.95	£0.00		£4.45	£0.00	£0.00	£0.00			
April	Bank		£2,860.62		£0.00	£94.80	£70.74				£2,395.08	£0.00					£300.00	£0.00
	Cash	£2,669.50	£1,027.71	-£1,218.83	£1,013.67			£10.05	£0.00	£0.00		£0.00	£0.00	£3.99	£0.00			
May	Bank		£2,983.79		£21.45	£94.80	£0.00				£2,667.54	£0.00	£0.00				£200.00	£0.00
	Cash	£4,583.15	£971.65	£627.71	£981.65			£0.00	£35.00	£0.00		£0.00	£0.00	£0.00	£0.00			
June	Bank		£0.00		£0.00	£0.00	£0.00				£0.00	£0.00	£0.00	£0.00	£0.00			
	Cash	£100.00	£0.00	£100.00	£0.00			£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00
July	Bank		£0.00		£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			
August	Bank		£0.00		£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			
September	Bank		£0.00		£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			
October	Bank		£0.00		£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			£0.00
November	Bank		£0.00		£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			£0.00
December	Bank		£0.00		£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			£0.00
		£20,084.05	£19,539.52	£544.53	£5,491.78	£474.00	£333.15	£19.65	£40.94	£17.84	£12,056.99	-£36.05	£0.00	£9.72	£40.00	£278.50	£813.00	£0.00

Opening Stock 05/01/15		£297.10	
Gross Profit/Loss to Date	£13,488.02		67.16%
Closing Stock 31/12/15	£297.10		
Net Profit/Loss to date	£544.53	2.71%	£1,073.29
			£1,617.82 Profit & Loss without One Off Costs

Community Facilities Budget 2014/15

Budget 2014/15	B/F 2013/14	Income Budget	Income to Date	Expenditure Budget	Sent to Date	Committed	Balance	% Spent
LCC Budget	£15,164.28	£101,500.00	£114,294.25	£168,894.52	£178,671.25	£0.00	£7,545.49	97.07
Skate Park Budget				£5,351.00	£6,710.93	£0.00	-£1,359.93	125.41
Highways Budget				£11,447.00	£8,502.12	£0.00	£2,944.88	74.27
Totals	£15,164.28	£101,500.00	£114,294.25	£185,692.52	£193,884.30	£0.00	£9,130.44	96.53

This report reflects the changes made to budget spend as a result of VAT Partial Exemption Rules. This rule means that as the input VAT spend is above the £7,500 de-minimus only 10.83% of the 20% VAT can be reclaimed under the floor space apportionment.

LCC 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	£87,298.49				-£10,298.49	113.37
LTC Contribution		£23,500.00	£23,500.00				£0.00	100.00
Bursary Fund		£1,000.00	£1,337.82				-£337.82	133.78
	£0.00	£101,500.00	£112,136.31	£0.00	£0.00	£0.00	-£10,636.31	110.48
Friends Fund Raising*	£1.62		£2,279.66		£1,768.94		£512.34	77.54
Elsie's Place C.I.C.	£1,700.00		£450.00	£0.00			£1,250.00	
Rates				£7,800.00	£7,771.50		£28.50	99.63
Gas				£7,500.00	£3,667.35		£3,832.65	48.90
Electric				£5,500.00	£8,737.46		-£3,237.46	158.86
Water				£1,200.00	£1,747.74		-£547.74	145.65
Catering			£2,157.94	£600.00	£2,108.18		£649.76	
Communications				£2,000.00	£1,756.10		£243.90	87.81
Cleaning				£900.00	£1,938.50		-£1,038.50	215.39
Waste Removal Washroom Serv.				£3,000.00	£4,215.36		-£1,215.36	140.51
Janitorial Costs				£0.00	£448.95		-£448.95	
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	£1,772.98		-£772.98	177.30
Internal Maintenance				£9,000.00	£7,766.10		£1,233.90	86.29
External Maintenance				£6,500.00	£2,711.06		£3,788.94	41.71
Miscellaneous				£2,000.00	£1,353.29		£646.71	67.66
Licences				£1,000.00	£863.42		£136.58	86.34
IT				£1,600.00	£580.16		£1,019.84	36.26
Contingencies				£2,000.00	£0.00		£2,000.00	0.00
Salaries / Payroll				£109,494.52	£109,731.75		-£237.23	100.22
Community Centre EMR	£13,063.60			£0.00	£12,423.00		£640.60	0.95
Equipment & Fittings	£2,100.68			£2,500.00	£6,376.01		-£1,775.33	138.59
Totals	£15,164.28	£101,500.00	£114,294.25	£168,894.52	£178,671.25	£0.00	£7,545.49	97.07
				Net Spend Less Salaries		-£45,354.75		
				Net Spend		£64,377.00		
				Net Spend Less B/F		£49,212.72		

* Accounted for Separately

Skate Park Budget 2014/15

Skate Park	B/F 2013/14			Budget Expenditure	Spend to Date		Balance	% Spent
Rent				50	50.00		0.00	100.00
Cleaning				900	792.48		107.52	88.05
Electricity				450	372.28		77.72	82.73
Miscellaneous				200	295.45		-95.45	147.73
Grass Cutting				0	550.00		-550.00	
Skate Park Pay				2751	3,252.21		-501.21	118.22
Skate Park Maintenance				1000	1,398.51		-398.51	139.85
Totals				5351	6,710.93		-1,359.93	125.41

Highways Budget 2014/15

Heading	2013/14 B/F	Income	Expenditure	Spend to Date	Commitment	Balance	% Spent
School Crossing Patrols	0	0	4,500	4,291.75	0.00	208	95.37
Bus Shelter Cleaning/Maintenance	0	0	2,000	2,157.00	0.00	-157	107.85
New Bus shelters	0	0	0	0.00	0.00	0	0.00
Highways Infrastructure	0	0	4,250	1,358.99	0.00	2,891	31.98
Staff Costs	0	0	397	394.38	0.00	3	99.34
Phone box	0	0	300	300.00	0.00	0	100.00
Total	0	0	11,447	8,502.12	0.00	2,945	74.27

Period: 1st September 2014 to 31st August 2015

Budgeted income as set by the Council in its Budget Cycle.

Actual invoiced income is 137.34% of the predicted income and x% of the maximum possible income (assuming full utilisation of the building 2014/15)

	Budgeted Income	Actual Invoiced Income	Difference
Sep-14	£6,250.00	£10,312.18	£4,062.18
Oct-14	£6,250.00	£9,052.71	£2,802.71
Nov-14	£6,250.00	£6,727.47	£477.47
Dec-14	£6,250.00	£7,374.93	£1,124.93
Jan-15	£6,250.00	£7,417.35	£1,167.35
Feb-15	£6,250.00	£12,248.21	£5,998.21
Mar-15	£6,250.00	£8,128.12	£1,878.12
Apr-15	£7,500.00	£9,739.84	£2,239.84
May-15	£7,500.00	£9,685.23	£2,185.23
Jun-15	£7,500.00		-£7,500.00
Jul-15	£7,500.00		-£7,500.00
Aug-15	£7,500.00		-£7,500.00
Total	£81,250.00	£80,686.04	-£563.96