



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 Valerie Morgan

Vice Chairman: Cllr Jill Healey

Town Clerk: Helen Symmons

Members are requested to attend a meeting of the
COMMUNITY FACILITIES COMMITTEE of Leigh-on-Sea Town Council
on **Tuesday 7th August 2018** at Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea
commencing at **7.30 pm**.

Committee Membership

Cllrs: Anita Forde, Jill Healey, Valerie Morgan, Carole Mulroney (Chairman), Declan Mulroney, Ron Owen (Vice Chairman) and Vivien Rosier.

AGENDA

1. CHAIRMAN'S OPENING REMARKS AND HOUSEKEEPING NOTICES
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. TO APPROVE THE MINUTES OF THE CFC MEETING OF [13TH JUNE 2018](#)
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#)) page 6

COMMUNITY FACILITIES

7. SKATE PARK

The annual inspection of the facility will be booked for September.

COMMUNITY CENTRE

8. ARTS GROUP REPORT

There is a waiting list for Art Wall participants for when Leigh Art Trail's residency comes to an end.

9. REPORT FROM BOOKINGS/ ADMINISTRATION ASSISTANT

All hirers have now been advised that VAT will be applicable imminently on room hire charges.

10. FACILITIES REPORT

Despite the severe lack of staff recently, services at the Community Centre were not affected. All regular hirers have been advised of the repair and remodelling works that will commence as soon as possible. With the restructuring of caretaking staff, more of the repair and decorative work will be able to be undertaken by staff.

11. LORNA & LOTTIE'S REPORT

Current year figures for the first quarter have been received and analysed:

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Turnover	19,997.03	16, 997.54		
Salaries	10,171.26	11,292.33		
Quarterly surplus	3,642.16	776.73		
Licence fee to LTD	1,821.08	388.86		

Turnover was down compared to 2017 but we remained in profit; part of the problem is that every time it rains we lose 10-12 covers due to the roof leaking. We continue to open 48hrs per week which is to accommodate centre users and we continue to open Saturday morning's for our older residents who are using the facility with relish!

We fully support the refurbishment and can only suggest it happens as soon as possible.

FINANCIAL

12. COMMITTEE BUDGET REPORT ([Appendix 2](#)) page 4

Leigh Community Centre room hire is up 36% when compared to the figures for the 27th July 2017. The income on the full programme of children's events and other Leigh Town Council led event held in the Community Centre (e.g. Nearly New Fayre & Youth Market) is up by 137% when compared to this point last year.

CONFIDENTIAL

13. 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 the public and press be excluded and instructed to withdraw SO 3(d) – contractual

14. RECOMMENDATIONS FROM LCC SUB-COMMITTEE (HELD PRIOR TO MEETING)

Helen Symmons

Helen Symmons
Town Clerk
2nd August 2018

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

TOWN CLERK’S REPORT - COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2018/19

Committee	Minute No. and Subject	Completion Status	Completion	Outcome	Forward Action	RO
CFC 13-06	7. Action Plan	RESOLVED with recommendation to P&R	13-06-18	Added to P&R Agenda	NFA	
CFC 13-06	9. Arts Group	RESOLVED to put residency on hold after this year till roof repairs complete	13-06-18	Reinstate following roof repairs	NFA	
CFC 13-06	13. Report from LCC Sub-Committee	RESOLVED with recommendation to P&R	13-06-18	Added to P&R Agenda	NFA	

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COMMUNITY FACILITIES BUDGET					2018/19					
INCOME	Budget 2018/19	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2018/19	Expenditure	Balance	% Spent
LCC Hire Income	£ 129,000.00	£ 38,970.15	£ 90,029.85	30.21%	LCC Expenditure	£ 22,821.97	£ 52,200.00	£ 18,184.61	£ 56,837.36	34.84%
LTC Premises Contribution	£ 27,000.00	£ -	£ 27,000.00	0.00%	LCC Staffing		£ 135,865.00	£ 44,221.13	£ 91,643.87	32.55%
Other Income*	£ 4,500.00	£ 307.67	£ 4,192.33	6.84%	Highways Expenditure	£ 1,831.03	£ 4,700.00	£ 4,291.75	£ 2,239.28	91.31%
Highways Income		£ -	£ -		Strand Wharf Expenditure		£ 700.00	£ 133.07	£ 566.93	19.01%
					Skate Park Expenditure	£ 4,902.25	£ 3,150.00	£ 101.26	£ 7,950.99	3.21%
					Skate Park Staffing		£ 5,955.00	£ 1,679.12	£ 4,275.88	28.20%
LCC Fundraising		£ 85.00			LCC Repair Programme	£ 207,984.63	£ 112,000.00	£ 3,182.40	£ 316,802.23	2.84%
					Paddling Pool	£ 1,659.70	£ 500.00	£ -	£ 2,159.70	0.00%
Total Income	£ 160,500.00	£ 39,362.82	£ 121,222.18	24.53%	Total Expenditure	£ 239,199.58	£ 315,070.00	£ 71,793.34	£ 482,476.24	12.95%

* Budget figure increases due to income received from café re coffee expenditure recovery

STRAND WHARF DETAILED BUDGET				2018/19		
EXPENDITURE	EMR	Budget 2018/19	Income	Expenditure	Balance	% Spent
Maintenance		£ 500.00		£ -	£ 500.00	0.00%
Electricity		£ 200.00		£ 80.03	£ 119.97	40.02%
Memorial Plaques/Planters	3041.67	£ -	£ -	£ 53.04	-£ 53.04	
TOTAL EXPENDITURE	£ 3,041.67	£ 700.00	£ -	£ 133.07	£ 566.93	19.01%

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COMMUNITY CENTRE DETAILED BUDGET					2018/19					
INCOME	Budget 2018/19	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2018/19	Expenditure	Balance	% Spent
					CFC 2017/18 Accruals*	£ 20,594.88		-£ 5,245.34		
Room Hire	£ 129,000.00	£ 38,970.15	£ 90,029.85	30.21%	Business Rates		£ 8,500.00	£ 3,168.00	£ 5,332.00	37.27%
LTC Building Contribution	£ 27,000.00		£ 27,000.00	0.00%	Insurance		£ 2,900.00	£ 2,570.17	£ 329.83	88.63%
			£ -		Utilities		£ 20,200.00	£ 9,135.91	£ 11,064.09	45.23%
					Catering		£ 1,000.00	£ 307.17	£ 692.83	30.72%
Events at LCC	£ 3,500.00	£ 3,492.00	£ 8.00	99.77%	Professional Fees		£ 1,000.00		£ 1,000.00	0.00%
					Cleaning & Waste / H&S		£ 7,000.00	£ 1,928.88	£ 5,071.12	27.56%
Other Income	£ 1,000.00	£ 307.67	£ 692.33	30.77%	Advertising & Website		£ 1,000.00	£ -	£ 1,000.00	0.00%
			£ -		Security & Alarms		£ 500.00	£ 334.35	£ 165.65	66.87%
Grants Received		£ -	£ -		Miscellaneous		£ 1,850.00	£ 587.72	£ 1,262.28	31.77%
Friends Fundraising		£ 85.00	-£ 85.00		Licences		£ 3,000.00	£ 150.50	£ 2,849.50	5.02%
					IT		£ 1,000.00	£ 144.00	£ 856.00	14.40%
					Janitorial Costs (Uniforms Etc)		£ 250.00	£ -	£ 250.00	0.00%
					Contingencies		£ 2,000.00		£ 2,000.00	0.00%
					Events at LCC		£ 2,000.00	£ 3,369.57	-£ 1,369.57	168.48%
					Day to Day Maintenance*		£ -	£ 1,733.68	-£ 1,733.68	#DIV/0!
									£ -	
					Salaries (Admin)		£ 43,400.00	£ 13,752.36	£ 29,647.64	31.69%
					Salaries (Janitorial)		£ 92,465.00	£ 30,468.77	£ 61,996.23	32.95%
					Friend's Purchases	£ 2,227.09	£ 85.00	£ 93.43	£ 2,218.66	
					TOTAL EXPENDITURE	£ 22,821.97	£ 188,065.00	£ 62,405.74	£ 120,413.92	33.18%
TOTAL INCOME	£ 160,500.00	£ 42,769.82	£ 117,730.18	26.65%	Repair Programme	207984.63	£ 112,000.00	£ 3,182.40	£ 316,802.23	

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HIGHWAYS DETAILED BUDGET					2018/19	
EXPENDITURE	Earmarked Reserves	Budget 2018/19	Income	Expenditure	Balance	% Spent
School Crossing Patrols		£ 4,400.00		£ 4,291.75	£ 108.25	97.54%
Highway Infrastructure	£ 1,831.03	£ -		£ -	£ 1,831.03	0.00%
Phone Box		£ 300.00	£ -	£ -	£ 300.00	
Staff Costs		£ -			£ -	
TOTAL EXPENDITURE	£ 1,831.03	£ 4,700.00	£ -	£ 4,291.75	£ 2,239.28	65.71%

SKATE PARK DETAILED BUDGET					2018/19	
EXPENDITURE	EMR B/F	Budget 2017/18	Expenditure	Balance	% Spent	
Accrual 2017/18			-£ 445.15			
EMR	£ 4,902.25			£ 4,902.25		
Rent		£ 50.00	£ -	£ 50.00	0.00%	
Cleaning		£ 1,000.00	£ 447.79	£ 552.21	44.78%	
Electricity		£ 300.00	£ 98.62	£ 201.38	32.87%	
Miscellaneous		£ 300.00	£ -	£ 300.00	0.00%	
Grass Cutting		£ 500.00	£ -	£ 500.00	0.00%	
Skate Park Maintenance		£ 1,000.00	£ -	£ 1,000.00	0.00%	
Staffing Costs		£ 5,955.00	£ 1,679.12	£ 4,275.88	28.20%	
TOTAL EXPENDITURE	£ 4,902.25	£ 9,105.00	£ 1,780.38	£ 11,781.72	19.55%	