



# Leigh-on-Sea Town Council



71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://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 5<sup>th</sup> February 2019** at Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea  
commencing at **7.30 pm**.

## **Committee Membership**

Cllrs: *Keith Evans, Anita Forde, Gerry Glover, Jill Healey, Valerie Morgan, Carole Mulronev (Chairman), Declan Mulronev, 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 [4<sup>th</sup> December 2018](#)
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#)) page 4

## **COMMUNITY FACILITIES**

### 7. SKATE PARK

The skate park project is continuing to develop, with the plan to renovate the existing under-utilised grass area and remove the climbing frames to extend the skatepark. This is all following consultation with the park users.

Extensive drawings have been received from the company who are sponsoring the obstacles build free of charge and leading on the community fundraising aspect to fund the cost of materials, which is expected to cost £4,000.

The skate park obstacles will be constructed of smooth finish concrete and edged with galvanised steel.

Now this is in place, it is **RECOMMENDED** that the Committee request that P&R Committee in line with P&R Minute 97 (6<sup>th</sup> March 2018) **RECOMMENDED** to Council a budget of £30,000 to undertake the preferred 200 mm concrete works. In line with procurement regulations, the Council will need to go out to tender on this contract on the Contracts Webfinder. The Town Council have met with obstacle design company to ensure the concrete specification is as required.

Leigh-on-Sea Town Council have forwarded plans to Southend Borough Council for landlord consent and to ascertain if planning permission is required.

<b>COMMUNITY CENTRE</b>
-------------------------

## 8. ARTS GROUP REPORT

Applications for the new Artist in Residence are now open, with a closing date at the end of February. Interviews for the new artist will take place the first 2 weeks of March, with a view that they will take up residence from April.

Art Wall exhibitions are currently booked in until mid-October 2019. After October the art wall exhibitions will be the responsibility of the Artist in Residence up until the end of their residency.

There is some work to be done to promote the Art Wall as a Leigh-on-Sea Town Council initiative. Possible Leigh-on-Sea Town Council signs or Logo to be displayed alongside the art wall and the promotion of exhibitions on our Social media accounts.

9. REPORT FROM BOOKINGS/ ADMINISTRATION ASSISTANT ([Appendix 2](#)) page 5

## 10. FACILITIES REPORT

The lift replacement is nearing completion. Whilst we are awaiting this and prior to the next phase, which is the remodel works within the Community Centre, quotes have been obtained for the replacement of windows in Room 1. The current status is that the windows are wooden framed. These have not been maintained over the years and are rotten in places. Quotes have been sourced keeping the appearance similar but there is the option of replacing the windows with UPVC frames which is a considerably less cost to install and keeps future maintenance costs to a minimum. The lantern light was restored in such a way. If the Committee agree to this then when the ground floor toilets are refurbished, similar windows will be installed on that side of the building as well.

## Replacement wooden frames

Quote 1, £4975.00 + VAT, only supplied in primed state i.e. we will need to decorate

Quote 2, £5540.00 + VAT, this quote does not include window openers on larger windows

## UPVC frames

Quote 1, £1791.00 + VAT.

The budget allocated for this dilapidation work was £3,500.

## 11. LORNA &amp; LOTTIE'S REPORT

	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
Turnover	19,997.03	16, 997.54	15,329.74	19,646.00
Salaries	10,171.26	11,292.33	10,148.77	12,005.00
Quarterly surplus	3,642.16	776.73	926.49	2,640.00
Licence fee to LTD	1,821.08	388.86	463.25	1,320.00

For the first time ever the café has made a profit in all 4 quarters of the year.

12. CAFÉ LICENCE – **DECISION ITEM**

The Licence is now due to be renewed and it is **RECOMMENDED** that the Committee authorise the Town Clerk to undertake this following the annual review meeting with the Licensee, with the Chairman of the Committee present.

<b>FINANCIAL</b>
------------------

13. COMMITTEE BUDGET REPORT ([Appendix 3](#)) page 9

Comparing the figures to the same period in 2018, the Committee may like to note that Room Hire & Events Income has increased by £6,255 and Total LCC Expenditure reduced by £11,280.

14. TO CONSIDER ANY UNDERSPENDS IN 2018/19 BUDGET THAT THE COMMITTEE WISH TO EARMARK AS A RESERVE – **DECISION ITEM**

It is **RECOMMENDED** that the Committee **recommend to P&R Committee** the following movements to Earmarked Reserves at the year-end:

<b>CFC</b>	<b>Proposed increase/creation</b>	<b>2018/19 Closing Balance</b>
Skate Park (£4,902.25)	£1,000	£5,902.25
Highways Infrastructure (£1,831.03)	-	£1,831.03
Community Centre (£20,594.88)	£10,000	£30,594.88
LCC Staffing	£10,000	£10,000
Paddling Pool (£1,659.70)	£500	£2,159.70
Strand Wharf Planters (£3,041.67)	-	£3,041.67

N.B. Community Centre Refurb & Equipment (£69,576.68), a resolution was passed by Council in March 2018 that moved this earmarked reserve to a Capital project. This was undertaken 1<sup>st</sup> April 2018.

*Helen Symmons*  
Helen Symmons  
Town Clerk  
31<sup>st</sup> January 2019

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**

<b>Committee</b>	<b>Minute No. and Subject</b>	<b>Completion Status</b>	<b>Completion</b>	<b>Outcome</b>	<b>Forward Action</b>	<b>RO</b>
CFC 07-08	29. Recommendations from LCC Sub	RESOLVED lift replacement contract	28-01-19	Lift installed	NFA	
CFC 04-12	53. Arts Group Report	RESOLVED to finalise a date for next meeting	13-12-18	Meeting arranged for 15-01-19	NFA	

[Agenda](#)

The table below shows the number of daily bookings throughout the whole centre in September 2015. The total weekly bookings were 67.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
9.00 – 3.00 <b>Baby Yoga</b>	9.00 – 12.45 Jo Jingles	9.00 – 3.00 Hartbeeps	9.00 – 12.45 Buttercup Club	9.00 – 1.00 Hartbeeps	<b>9.00 – 1.30 Theatre group</b>	<b>9.00 – 1.00 Church group</b>
<b>9.15 – 10.15 (Adult) Dance Class</b>	<b>9.15 – 10.15 Fitness Class</b>	<b>9.30 – 10.30 Zest4Life - Weight loss</b>	9.30 – 12.15 Quackers	<b>9.30 – 11.30 Moo Music</b>	10.00 – 12.00 Sewing workshop	
9.30 – 11.00 Yoga	10.00 – 11.30 Yoga	<b>9.30 – 11.00 Yoga</b>	9.45 – 12.00 Patchwork & Quilting	10.00 – 11.00 Dance class		
9.30 – 12.15 Quackers	<b>10.00 – 12.00 Art Class</b>	<b>10.00 – 11.15 Art Class</b>	10.00 – 12.00 Talking Tots	<b>10.30 – 11.30 Blooming Bumps</b>		
10.00 – 1.00 Leigh-on-Sea Sewing Club	1.30 – 3.45 Patchwork & Quilting	10.00 – 11.00 Elders Inspired	<b>10.30 – 11.30 Moo Music</b>	2.00 – 3.00 Talking Tots		
10.30 – 11.30 Seated Exercise	2.00 – 3.00 French Lessons	13.30 – 15.30 Art Group	10.30 – 1.00 Knitting Circle	<b>6.30 – 7.30 Dance School</b>		
1.30 – 4.00 Choir	<b>3.15 – 5.00 Leigh Independent Art School</b>	<b>3.15 – 5.00 Leigh Independent Art School</b>	11.30 – 12.30 Breast Cancer Rehab	7.30 – 9.00 Life Drawing (Monthly)		
1.30 – 3.45 Patchwork & Quilting	<b>4.00 – 5.00 Children's Choir</b>	3.30 – 5.00 French Lessons	12.00 – 3.00 Baby Massage			
2.00 – 3.00 French Lessons	<b>7.00 – 8.00 Pilates</b>	<b>3.30 – 5.15 Children's Yoga</b>	1.00 – 2.00 Talking Tots			
3.30 – 6.30 Tuition	7.30 – 9.30 Sewing Workshop	<b>6.30 – 7.30 Zest4Life - Weight loss</b>	<b>1.30 – 3.30 Staying Steady</b>			
7.00 – 8.00 Zumba	<b>7.30 – 9.30 First Aid</b>	<b>6.15 – 7.15 Zumba</b>	<b>2.00 – 3.00 Chair Yoga</b>			
7.00 – 8.30 Ashtanga Yoga	<b>7.45 – 21.45 Choir</b>	7.30 – 8.30 Yoga	3.45 – 6.30 Pure Dance			
8.00 – 9.00 Aerobics & Boxercise	8.00 – 9.00 Mens Circuit Training	<b>7.30 – 9.00 Krav Maga</b>	<b>7.00 – 8.00 Swiss Ball</b>			
		7.30 – 9.30 Southend French Circle (Monthly)	<b>7.00 – 9.30 Thursday Club</b>			
		8.00 – 10.00	7.30 – 10.00 Leigh Camera Club			

		Anglo Italian Group (Monthly)	<b>20.00 – 21.00 Pilates</b>			
<b>13</b>	<b>13</b>	<b>15</b>	<b>16</b>	<b>7</b>	<b>2</b>	<b>1</b>

The 29 hirers in **bold** text no longer hire here.

### Daily Bookings as of January 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
9.00 – 1.00 Mother and Baby Group	9.00 – 1.00 Jo Jingles	9.00 – 3.00 Hartbeeps	9.00 – 12.45 Buttercup Club	9.00 – 1.00 Hartbeeps	9.30 – 10.30 Yoga	9.00 – 1.00 Salvation Army
9.30 – 11.00 Yoga	9.30 – 1.00 Southend Older Peoples Assembly	9.00 – 3.00 Training	9.00 – 1.00 Baby Sensory	10.00 – 11.00 Tiny Tunes	9.30 – 10.30 Kids Yoga	11.30 – 2.30 Support Group
9.30 – 12.15 Quackers	9.30 – 12.00 Baby Ballers	9.30 – 11.00 Yoga	9.30 – 12.15 Quackers	9.00 – 11.00 Yoga	11.00 – 12.00 Yamaguchi Karate	10.00 – 11.00 Meeting
9.30 – 12.00 Talking Tots	10.00 – 12.00 Art Class	10.00 – 11.00 Elders Inspired	9.45 – 12.00 Patchwork & Quilting	9.30 – 10.30 Yoga	11.00 – 12.00 Art Class	
9.30 – 10.30 Zumba	10.00 – 11.30 Yoga	10.00 – 12.00 Community Transport Social	10.00 – 12.00 Talking Tots	10.00 – 12.00 U3A - Photography	11.30 – 12.30 Drama Workshop	
10.00 – 1.00 Leigh-on-Sea Sewing Club	10.00 – 11.00 Sweaty Mama	11.00 – 12.30 Qi Gong	10.00 – 11.00 Pilates	10.00 – 11.00 First Steps		
10.00 – 1.00 Coaching	10.00 – 12.00 U3A – Family History	11.00 – 12.00 U3A – Contemporary Novels	9.30 – 10.30 Yoga	10.00 – 12.00 U3A SOS – Ukulele		
10.30 – 11.30 Seated Exercise	11.00 – 1.00 U3A – Psychology	12.30 – 2.30 Sling Start	10.30 – 1.00 Knitting Circle	11.00 – 12.00 Sweaty Mama		
10.45 – 11.45 Life and Soul exercise	12.00 – 1.00 Body Control Pilates	1.0 – 2.00 Theatrical Leigh	11.30 – 12.30 Breast Cancer Rehab	12.30 – 2.00 Choir		
1.30 – 4.00 Choir	2.00 – 4.00 U3A – Musical Theatre	2.00 – 4.00 U3A – Ukulele	11.30 – 2.30 Basking Babies	1.0 – 2.00 Theatrical Leigh		
1.30 – 3.45	2.00 – 4.00		1.00 – 2.00 Talking Tots	1.30 – 3.30 U3A – Art Class		

Community Facilities Committee 5<sup>th</sup> February 2019 – Appendix 2

Patchwork & Quilting	U3A – Crafts	4.30 – 6.00 Beginners Hip Hop	1.30 – 3.00 WEA	2.00 – 3.00 Talking Tots		
1.30 – 3.30 WEA	3.30 – 5.00 Leigh Learning	4.30 – 5.45 Yoga				
1.30 – 3.30 U3A – Art Class	4.00 – 5.00 Seaside Circus Skills	6.00 – 7.00 Yoga	2.00 – 4.00 U3A – Committee Meeting	4.00 – 7.00 Meridian Kung Fu		
2.00 – 3.00 U3A – Country Dancing	4.00 – 6.00 PS Dance	6.00 – 7.00 K and M Acro Training	2.00 – 4.00 U3A SOS – Ukulele	7.00 – 8.00 Meditation		
3.30 – 6.30 First Class Learning	6.00 – 9.00 Best for Training	7.30 – 9.30 Leigh Society	3.30 – 6.30 Tuition Pod	7.30 – 9.00 Life Drawing		
3.30 – 5.30 U3A – Latin	7.00 – 9.00 UKIP Meeting	7.30 – 9.30 Broadway Belles	4.00 – 6.30 Pure Dance			
4.00 – 5.00 Theatrical Leigh	7.30 – 9.30 Sewing workshop	7.30 – 8.30 Yoga	4.30 – 7.00 Youth Club			
5.00 – 6.00 PS Dance	7.30 – 8.30 Breakdancing	7.30 – 9.30 Southend French Circle	4.45 – 9.30 Slimming World			
6.00 – 9.00 Yamaguchi Karate	7.45 – 9.45 4 and 20 Blackbirds	8.00 – 9.00 Language Class	7.30 – 10.00 Leigh Camera Club			
6.45 -7.45 Strollercise	8.00 – 9.00 Yoga	8.00 – 10.00 Anglo Italian Circle	8.00 – 10.00 Fitness Class			
7.00 – 8.00 Clubbercise	8.00 – 9.00 Mens Circuit Training					
7.30 – 8.30 Traditional Touring						
7.30 – 9.30 Inspire Theatre						
8.00 – 9.00 Aerobics & Boxercise						
8.00 – 9.00 Language Class						
<b>25</b>	<b>21</b>	<b>20</b>	<b>20</b>	<b>15</b>	<b>5</b>	<b>3</b>

The table above shows the number of bookings throughout the whole centre in January 2019. The total weekly bookings are **109**.

This shows there has been a rise of **62.7%** in room hire since September 2015.

Since September 2015 we have lost 29 regular hirers but gained **71** new hirers.

Whilst we have lost a number of regular hirers since September 2018, the majority of these spaces have been filled.

Since the beginning of January 2019, we have had approximately 18 enquiries for new regular hire. 2 of these are booked in up until the end of the year and 2 others have made block bookings of 6 sessions with a view to continue afterwards. We are also in the process of contacting possible new hirers who are currently on our waiting list and we are working on other possible marketing avenues online.

[Agenda](#)



<b>COMMUNITY FACILITIES BUDGET</b>					<b>2018/19</b>					
<b>INCOME</b>	Budget 2018/19	Income Received	Balance	% Received	<b>EXPENDITURE</b>	Earmarked Reserves	Budget 2018/19	Expenditure	Balance	% Spent
LCC Hire Income	£ 129,000.00	£ 95,977.16	£ 33,022.84	74.40%	LCC Expenditure	£ 22,821.97	£ 52,200.00	£ 31,887.19	£ 43,134.78	61.09%
LCC Premises Contribution	£ 27,000.00	£ 27,000.00	£ -	100.00%	LCC Staffing		£ 135,865.00	£ 98,691.29	£ 37,173.71	72.64%
Other Income	£ 4,500.00	£ 7,288.57	-£ 2,788.57	161.97%	Highways Expenditure	£ 1,831.03	£ 4,700.00	£ 4,591.75	£ 1,939.28	97.70%
Highways Income		£ -	£ -		Strand Wharf Expenditure		£ 700.00	£ 279.78	£ 420.22	39.97%
LCC Fundraising		£ 268.68			Skate Park Expenditure	£ 4,902.25	£ 3,150.00	£ 860.06	£ 7,192.19	27.30%
<b>Total Income</b>	<b>£ 160,500.00</b>	<b>£ 130,534.41</b>	<b>£ 30,234.27</b>	<b>81.33%</b>	Skate Park Staffing		£ 5,955.00	£ 3,522.51	£ 2,432.49	59.15%
					LCC Repair Programme	£ 207,984.63	£ 112,000.00	£ 127,984.57	£ 192,000.06	114.27%
					Paddling Pool	£ 1,659.70	£ 500.00	£ -	£ 2,159.70	0.00%
					<b>Total Expenditure</b>	<b>£ 239,199.58</b>	<b>£ 315,070.00</b>	<b>£ 267,817.15</b>	<b>£ 286,452.43</b>	<b>48.32%</b>

<b>STRAND WHARF DETAILED BUDGET</b>				<b>2018/19</b>		
<b>EXPENDITURE</b>	EMR	Budget 2018/19	Income	Expenditure	Balance	% Spent
Maintenance		£ 500.00		£ 91.86	£ 408.14	18.37%
Electricity		£ 200.00		£ 143.72	£ 56.28	71.86%
Memorial Plaques/Planters	3041.67	£ -	£ -	£ 44.20	-£ 44.20	
<b>TOTAL EXPENDITURE</b>	<b>£ 3,041.67</b>	<b>£ 700.00</b>	<b>£ -</b>	<b>£ 279.78</b>	<b>£ 420.22</b>	<b>39.97%</b>

COMMUNITY CENTRE DETAILED BUDGET					2018/19					
INCOME	Budget 2018/19	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2018/19	Expenditure	Balance	% Spent
					<b>CFC 2017/18 Accruals*</b>	<b>£ 20,594.88</b>		<b>-£ 5,245.34</b>		
Room Hire	£ 129,000.00	£ 95,977.16	£ 33,022.84	74.40%	Business Rates		£ 8,500.00	£ 7,920.00	£ 580.00	93.18%
LTC Building Contribution	£ 27,000.00	£ 27,000.00	£ -	100.00%	Insurance		£ 2,900.00	£ 2,570.17	£ 329.83	88.63%
			£ -		Utilities		£ 20,200.00	£ 8,989.36	£ 11,210.64	44.50%
					Catering		£ 1,000.00	£ 896.89	£ 103.11	89.69%
Events at LCC	£ 3,500.00	£ 6,450.04	-£ 2,950.04	184.29%	Professional Fees		£ 1,000.00		£ 1,000.00	0.00%
					Cleaning & Waste / H&S		£ 7,000.00	£ 4,475.78	£ 2,524.22	63.94%
Other Income	£ 1,000.00	£ 838.53	£ 161.47	83.85%	Advertising & Website		£ 1,000.00	£ -	£ 1,000.00	0.00%
					Security & Alarms		£ 500.00	£ 501.94	-£ 1.94	100.39%
			£ -		Miscellaneous		£ 1,850.00	£ 958.56	£ 891.44	51.81%
Grants Received		£ -	£ -		Licences		£ 3,000.00	£ 2,219.42	£ 780.58	73.98%
Friends Fundraising		£ 268.68	-£ 268.68		IT		£ 1,000.00	£ 889.20	£ 110.80	88.92%
					Janitorial Costs (Uniforms Etc)		£ 250.00	£ 78.00	£ 172.00	31.20%
					Contingencies		£ 2,000.00		£ 2,000.00	0.00%
					Events at LCC		£ 2,000.00	£ 5,958.80	-£ 3,958.80	297.94%
					Day to Day Maintenance*		£ -	£ 1,674.41	-£ 1,674.41	#DIV/0!
									£ -	
					Salaries (Admin)		£ 43,400.00	£ 28,851.98	£ 14,548.02	66.48%
					Salaries (Janitorial)		£ 92,465.00	£ 69,839.31	£ 22,625.69	75.53%
					Friend's Purchases	£ 2,227.09	£ 268.68	£ 91.45	£ 2,404.32	
					<b>TOTAL EXPENDITURE</b>	<b>£ 22,821.97</b>	<b>£ 188,065.00</b>	<b>£ 130,578.48</b>	<b>£ 52,241.18</b>	<b>69.43%</b>
<b>TOTAL INCOME</b>	<b>£ 160,500.00</b>	<b>£ 130,265.73</b>	<b>£ 30,234.27</b>	<b>81.16%</b>	<b>Repair Programme</b>	<b>207984.63</b>	<b>£ 112,000.00</b>	<b>£ 127,984.57</b>	<b>£ 192,000.06</b>	

<b>HIGHWAYS DETAILED BUDGET</b>					<b>2018/19</b>	
<b>EXPENDITURE</b>	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		£ -			£ -	
<b>TOTAL EXPENDITURE</b>	<b>£ 1,831.03</b>	<b>£ 4,700.00</b>	<b>£ -</b>	<b>£ 4,291.75</b>	<b>£ 2,239.28</b>	<b>65.71%</b>

<b>SKATE PARK DETAILED BUDGET</b>					<b>2018/19</b>	
<b>EXPENDITURE</b>	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	£ 614.32	£ 385.68	61.43%	
Electricity		£ 300.00	£ 140.89	£ 159.11	46.96%	
Miscellaneous		£ 300.00	£ 100.00	£ 200.00	33.33%	
Grass Cutting		£ 500.00	£ 450.00	£ 50.00	90.00%	
Skate Park Maintenance		£ 1,000.00	£ -	£ 1,000.00	0.00%	
Staffing Costs		£ 5,955.00	£ 3,522.51	£ 2,432.49	59.15%	
<b>TOTAL EXPENDITURE</b>	<b>£ 4,902.25</b>	<b>£ 9,105.00</b>	<b>£ 4,382.57</b>	<b>£ 9,179.53</b>	<b>48.13%</b>	