



Leigh-on-Sea Town Council

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

MINUTES OF THE MEETING OF THE COMMUNITY FACILITIES COMMITTEE HELD ON 1st DECEMBER 2015 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Alistair Hanman (Vice Chairman) (until Min 58), Jill Adair, Madelaine Hanman-Murphy (until Min 58), Valerie Morgan, Carole Mulroney, Caroline Parker (until Min 59), Helen Robertson and Vivien Rosier

In attendance: Cllrs Mark Bromfield and Donald Fraser, Paul Beckerson (Town Clerk), Francesca Smith (Community Centre Administrator), Helen Symmons (Assistant Town Clerk)

The meeting opened 7.30pm

45. VICE CHAIRMAN'S OPENING REMARKS

The Vice Chairman opened the meeting and welcomed all present, then handed out a document to members relating to agenda item 15 Review and Renewal of Attic Licence.

46. APOLOGIES FOR ABSENCE

Cllr Richard Herbert

47. APPROVAL OF MINUTES OF THE MEETING OF 6th OCTOBER 2015

The minutes of the meeting of 6th October 2015 were agreed and signed by the Vice Chairman.

48. DECLARATION OF MEMBERS' INTERESTS

Cllrs Alistair Hanman and Madelaine Hanman-Murphy declared a pecuniary interest as hirers of the Attic space.

HIGHWAY INFRASTRUCTURE

49. RECTORY GROVE BUS SHELTER SEAT REPLACEMENT

The Committee **RESOLVED** to replace the seat at a cost of £815 and to have a deep clean at £285 funded from the Bus Shelter Maintenance Budget. It was also agreed to obtain a quote for cleaning the remaining eight Shelters.

COUNCIL ASSETS

50. STRAND WHARF REFURBISHMENT UPDATE

Cllr Carole Mulroney declared a non-pecuniary interest as a Trustee of the Leigh Heritage Centre and as a Southend Borough Councillor

Members noted the report and **RESOLVED** that the minor works contract be signed on behalf of the Council by the Town Clerk.

The Committee **RESOLVED** to accept the Contractors proposal for jointing the stone with resin at a cost of up to £12,019.00, the Town Clerk was authorised to finalise the exact price with the

Contractors. The shortfall of £2,613.97 in the budget to be taken from the Highways Infrastructure Budget.

51. REFERENCE FROM E&L COMMITTEE 20TH OCTOBER 2015

Agenda Item 10 EXTERNAL EVENT REQUEST ON STRAND WHARF

The area is often used by other groups to hold events and it is suggested consideration is given with regard to an event hire charge to cover Council employees' time in managing this and wear and tear on the wharf and cleaning, electricity costs. Etc. Members should also consider the need for users to have protection to ensure any damage caused is remedied by them.

Recommended a Task & Finish Group be formed

Minute 53 Upon completion Strand Wharf will come under the remit of the Community Facilities Community as an asset of the Council.

The Committee **RESOLVED** that the recommendation be **REFERRED** to the Community Facilities Committee

The Committee **noted** that they were now responsible for the use of Strand Wharf and that the council would have to notify the operators of Sea-King of any events.

The Committee **RESOLVED** that all users must have Public Liability Insurance and indemnify the council against any damage and litter clearance. There must be at least one month's notice given of an event and a returnable deposit of £150 would be applied to each event. The LCC Terms and Condition would be checked for suitability and adapted as required.

LEIGH COMMUNITY CENTRE

52. COMMUNITY FACILITIES PDG MEETING 26th OCTOBER 2015 – (Appendix 1 to the agenda)

The Committee **noted** the notes of the meeting and that the trial with Go-Cardless would not now be undertaken.

53. COMMUNITY CENTRE ADMINISTRATOR'S REPORT– Report 2577/FS – (Appendix 2 to the agenda)

The Committee then considered each recommendation in the report and made decisions as follows:

- I. **RESOLVED:** Website - to accept the quote to redesign the Community Centre website at a cost of £1920.00 and recommend to P&R Committee to approve the redesign of the Council website in conjunction therewith.
- II. **RESOLVED:** Wedding Brochure - to organise a Task & Finish group to finalise the wording and arrangement of the Brochure, and to consider prices for Wedding Packages. The Committee **appointed** a Task and Finish Group consisting of Cllrs Jill Adair, Carole Mulroney, Caroline Parker, Helen Robertson and Vivien Rosier.
- III. **RESOLVED:** Artwork in the Reception Area – that the CCA be authorised to source artwork for the reception area, possibly through a competition within local schools or throughout the town, costing for which will be brought to February CFC meeting. The Committee **referred** this matter to the Arts Group for consideration and in the meantime an approach would be made to Belfairs Academy.
- IV. **RESOLVED:** Room 7 Curtains - to purchase curtains at a cost of £2977.94 with part installation done by the caretaking staff, the cost for which will be taken from the Community Centre Refurbishment Budget.

- V. **RESOLVED:** Wedding Equipment - to purchase equipment for the use of Weddings & Functions detailed in the report, at a cost of no more than £600 to come from the Equipment Budget.
- VI. **RESOLVED:** Film Licence - to purchase a Public Video Screening Licence for the Centre at a cost of £97.50+VAT in order to show films to the public for various events.
- VII. **RESOLVED:** Additional Broadband Line - to install an additional Broadband line to cope with the extra internet usage as specified in the report, with an installation cost of £315 including Router and a monthly cost of £46.99.
- VIII. **RESOLVED:** Bursary Application - to recommend to P&R to offer a 33% bursary at a cost of £38.00 to reflect what has recently been offered to one off charity events.

54. EQUIPMENT LIST NOT INCLUDED IN THE LCC ADMINISTRATOR'S REPORT

Immediate:	1 portable TV Stand	£225.00 (To mount existing screen)
	1 48" Panasonic Screen	£359.00
Later:	1 portable TV Stand	£225.00 (To mount additional screen)
	1 48" Panasonic Screen	£359.00
	Total cost to budget	£1,168.00 leaving £2,374.25

The P&R Rolling Capital & Renewals Budget stands at £14,932.45

This budget is to fund replacements and renewals plus other Capital items.

Later:	1 Optoma Projector	£478.33 (For Council use both within the LCC and at events and external presentations etc.)
	Total cost to budget	£478.33 leaving £14,454.45

The Committee **RESOLVED** to agree the list and authorise the immediate expenditure of £584.00 and to **RECOMMEND** the purchase of a projector to P&R at a cost of £478.33

55. LORNA & LOTTIE'S CIC REPORT

The Committee **noted** the report.

56. PERFORMING RIGHTS SOCIETY (PRS) AND PHONOGRAPHIC PERFORMANCE LICENCE (PPL)

The Committee **RESOLVED** to pay £2,870 from the Contingency and Miscellaneous Budget Heads and to add the cost to the 2016/17 Budget.

57. BUDGET REPORT – 25th November 2015 – (Appendix 4 to the agenda)

The Committee **noted** the report.

58. 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 (Contractual)

Cllrs Alistair Hanman and Madelaine Hanman-Murphy left the meeting

Cllr Carole Mulroney was elected as Chairman for the remainder of the meeting.

Start of confidential business

59. REVIEW AND RENEWAL OF ATTIC LICENCE AND REQUEST TO PROVIDE SUPPORT IN MAINTAINING THE ART WALL – Report 2576/TC (Confidential Appendix 1 to the agenda)

The Committee **considered** the options set out in the report relating to the licence and **RESOLVED** action as set out in Confidential Appendix 1.

The Committee **RESOLVED** that in future the Janitorial Team would maintain the Art Wall at a cost of £320.

Cllr Caroline Parker left the meeting

The Committee **RESOLVED** to refer licensing issues to the Art Group (Cllrs Jill Adair, Madelaine Hanman-Murphy, Richard Herbert, Carole Mulroney, Dec Mulroney, Vivien Rosier and Jane Ward) on Monday 14th December 2015 at 10am. It was further **agreed** to allocate £500 from the Miscellaneous Budget to assist in its work.

End of confidential business

The meeting closed at 9.29pm