



# Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert  
Vice Chairman: Cllr Syrie Cox  
Town Clerk: Paul Beckerson



26<sup>th</sup> June 2014

Notice is hereby given that a meeting of the **LEIGH COMMUNITY CENTRE COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Wednesday 2<sup>nd</sup> July 2014** 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 MEETING OF 4<sup>th</sup> JUNE 2014
4. DECLARATION OF MEMBERS' INTERESTS
5. COMMUNITY CENTRE MANAGER'S REPORT – This report will be on those items, where relevant, as previously identified by the Committee. Report 2381/RC (Appendix 1)
6. COMMITTEE REVIEW (Appendix 2)
7. ELSIE'S PLACE CIC FINANCIAL STATEMENT – Report 2380/PB (Appendix 3)
8. BUDGET REPORT – Report 2379/LCC – (Appendix 4)
9. 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 item 10 the public and press be temporarily excluded and they are instructed to withdraw (SO.1(c)) - (contractual)
10. LIAISON WORKING PARTY 13<sup>th</sup> May 2014 – Report 2380/LWP
11. REPORT ON EXTENSION OF LEASE – Report 2375/LCC – (Confidential Appendix 1)

Paul Beckerson  
Town Clerk  
26<sup>th</sup> June 2014

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



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Report 2381/RC

## COMMUNITY CENTRE MANAGER'S REPORT

### 1. Marketing and promotion

We continue to get strong traction through Twitter and look forward to building our profile through the web-site.

### 2. Staffing

I am pleased to report that a Senior Janitorial & Manual Officer has been appointed. David Bundock who is already employed at the Centre brings a wealth of management experience to the role.

### 3. Volunteers

A social evening is being organised on 9<sup>th</sup> August 2014, entitled Fire and Folk, it will comprise of a barbecue hosted by the Lions together with Folk Music. We will use the rear of the building, coming inside if the weather is against us.

### 4. Liaison with other organisations and partners

A meeting has been held with officers from Southend Borough Council and will be covered under confidential items as it is business sensitive.

Fr Clive Hillman visited that Community Centre on Friday 20 June, we discussed ways in which we might be able to work together.

The centre is acting as a collection point for the Buddhist group's food bank box. The food is taken to either of the Southend-on-Sea food banks at Coleman Street or the Trussell Trust in Shoebury. Fr Clive mentioned that a new food bank is to be set up at West Leigh Baptist to answer the need at this end of the town and it has been agreed that once this is operational, donations collected here will be sent there.

Room 9 is our least used room and we are exploring the possibility of using it as a storage area for Southend Music's instruments, this would be on a short term basis and would be monitored.

### 5. Building maintenance

Work on the façade is ahead of schedule and almost complete at the time of writing this report.

### 6. Health and Safety

Both David and I attended a Risk Assessment and Fire Risk Assessment hosted by RCCE. It was good to note that the Community Centre was on target with their current practice and seemed to be ahead of other Village Halls in the group. We are scheduled to review our existing assessments and make appropriate revisions during July 2014

The condition survey will be undertaken in September 2014.

### 7. Business development

I met with Cllr Holden to discuss the way forward with the website, we have agreed that we will use an external consultancy to set up the framework and initial linkages but will populate and

update the site ourselves. Further information on progress will be tabled at the meeting, if available.

**9. Matters arising**

Caretakers have been reminded to wear their uniforms and further items of uniform are on order to ensure that this will happen.

**10. Feedback and Impact on the Community**

Nothing further to report.

**11. Bookings and budget (this to be based on invoiced bookings)**

Please see separate agenda item.

**Review of Existing Activity**

**Leigh Community Centre**

**PREAMBLE**

Towards the end of 2011 it became apparent that the future of the Leigh Community centre was under threat. The Council examined future possibilities for the Centre and concluded that full management control was the preferred option because Leigh Town Council

- would be delivering significant added value to its tax payers;
- would be acting in accordance with the principles of the Council's Core Strategy;
- would be carrying out its responsibilities towards the well-being of the local community and will be taking the lead role in the delivery of improvements;
- would have full financial control and financial responsibility; and
- would be ensuring a successful and sustainable outcome for residents, businesses and visitors.

In April 2012 the Town Council resolved to seek to undertake the direct management of the centre.

CRITERIA	TARGET (from Business Plan)	RESULT
<b>Objective</b>	The primary objective of LTC's management of the Centre is to provide a centrally located, top quality, thriving community centre which will improve the quality of life for the whole local community by seeking to promote the principles of personal development, healthy lifestyle, well-being, community engagement and empowerment and social inclusion and that this use should extend to the long term.	The Community Centre is achieving its objectives. The rate of use exceeds target.  The intention of securing a long term future has yet to be achieved although good progress is being made.  Feedback from users and the local community is very positive and there is much encouragement to obtain a longer lease and extend the facilities.
<b>Relationship to strategic objectives.</b>	<ol style="list-style-type: none"> <li>1. Preserves and nurtures the cultural life of Leigh</li> <li>2. Encourages everyone within the community to work together to achieve continual improvement to the facilities and future prospects of the town.</li> <li>3. Promotes the wellbeing and quality of life of the residents of Leigh</li> <li>4. Promotes the provision of accessible social, recreational, educational and cultural facilities within the town for the benefit</li> </ol>	

	<p>of Leigh's residents and visitors.</p> <p>5. Seeks to create a socially inclusive and caring community.</p>	
<p><b>Cost Financial</b></p>	<p>The overall cost of the scheme is £30,000 initially and with an on-going cost of £50,000pa. The ongoing cost is expected to reduce in line with the predictions laid out in the Business Plan.</p>	<p>The initial set up budget was underspent by £4,350. This sum has been carried forward into 2013/14 as there is an ongoing requirement for equipment and fittings which are assessed and purchased as the need identifies itself.</p> <p>The predicted net ongoing cost for the budget year 2014/2015 is £66,800</p>
<p><b>Human Resources</b></p>	<p>The staff and manpower requirements of the centre are relatively high and form the bulk of the running costs. The Business Plan anticipated a staffing level of 2.5 full time equivalents; this has risen to 5 full time equivalents in 2014/15.</p>	<p>Additional staff have been engaged to help with the extra workload of the Centre and also the extra workload brought by the increased visibility and accessibility of the Town Council. Additional manual staff hours have been required in part because of extended opening hours but also the stress on the building caused by the very high visitor numbers.</p>
<p><b>Benefit</b></p>	<p>1. The Centre will offer a variety of spaces that will enable Leigh's many and diverse cultural activities to develop and strengthen. The Centre will provide a gallery area for local artists, a hall for music and drama performance (particularly for amateur dramatic, music and operatic groups), regular ceilidhs and folk dancing, rooms for creative workshops and a venue for events (for Leigh's Folk Festival, Arts Trail and Music Festival for example), film shows, lectures and exhibitions.</p> <p>2. The Centre will offer a welcoming, friendly and safe environment for social activities and social contact for all sections and all age groups within the local community. The coffee lounge/café will provide a focal point for these social activities as well as offering a welcoming venue to the casual visitor. It will serve as a meeting place for local residents and for community forums, a place where people will become inspired to try new things and discover how they can become more directly involved in the life of their community.</p>	<p>The majority of the originally identified benefits have been achieved and the level of use by local residents and visitors already exceeds prediction.</p> <p>The Centre is very highly valued by the community of Leigh.</p> <p>In addition to the originally targeted benefits the Centre has raised the profile and standing of the Council as a whole and this has been of great benefit in, for example, the campaign to retain the Leigh branch library.</p> <p>Visitor numbers are far in excess of prediction with circa 2,000 visits per week.</p>

3. The Centre already hosts sessions run by the Workers' Educational Association and it is expected that these will continue. As well as being able to provide rooms and facilities for other learning organisations (the University of the Third Age for example), the Centre may also provide overspill capacity for the SACC itself.
4. The rooms available will support a wide range of fitness activities - dance exercise, Pilates, Yoga, etc. The hall has the potential to provide a range of health-related activities: forums run by local GPs and PCTs, blood donor and blood pressure testing sessions, complementary, preventative and family health programmes, etc.
5. Leigh is fortunate to host a variety of clubs and societies many of which are struggling to find appropriate and affordable premises in which to operate. The Centre will provide the means by which socially important activity can thrive and develop and new groups can start up.
6. The Centre will act as a local information point providing details of local groups, activities and services. Its noticeboards will provide publicity for forthcoming events and meetings. Internet access will be available enabling individuals to carry out their own research as well as allowing access to the online services of SBC (planning enquiries, bill payment, problem notification, etc.), the NHS and similar service providers.
7. The Centre will provide the opportunity for organisations which offer advice and counselling services to hold regular drop-in sessions or one-off events for the benefit of local residents. This will obviate the need to undertake long and expensive journeys to other venues around the Borough. Organisations providing advice on benefit claims, career development, health matters, crime prevention and domestic security, parental support, personal finance and debt management are examples of this. Regular local councillor surgeries will also be held in the building.

<p><b>Can benefit increase</b></p>	<p>An initial rate of usage of 25% at the end of the first year's operation is anticipated increasing annually in line with the predictions of the Business Plan.</p>	<p>The Council has resolved to seek a refurbishment of the building as part of the "Elm Road Development" by SBC.</p> <p>An external review of the operation of the Centre was planned but was not carried out.</p> <p>Usage of the Centre is currently 15% ahead of prediction and income is 138% of prediction.</p> <p>Areas of the Centre, such as Room 4, 5 and 6 and the cafeteria area have been improved despite there having been no initial budget for this. In addition provision for marriages has been made.</p>
<p><b>Can cost reduce</b></p>	<p>It is the aspiration of LTC that the Centre will become progressively self-financing. Through careful management and pro-active marketing the space available has the capacity to generate an income stream sufficient to cover the running costs.</p>	<p>A marketing plan is being developed and implemented which should ensure the future financial success and well-being of the Centre.</p> <p>Costs, particularly staff and energy costs, are ahead of prediction and as a result the net cost of the Centre is above prediction. Now that a more accurate expectation of future costs and budgets is available it is expected that the rate of increase of income lead to a reduction in net cost as predicted.</p> <p>The increased use of volunteers is being investigated.</p>

### Elsie's Place C.I.C. Account's Summary 2014

		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	Insurance	Company Set-up	Advertising
January	Bank		£1,752.92		£0.00	£94.80	£68.87				£1,300.75					£288.50		
	Cash	£2,270.47	£673.89	-£156.34	£510.84			£24.07	£15.57	£0.00		£58.86	£23.96	£36.59	£4.00			
February	Bank		£2,419.47		£0.00	£94.80	£31.09				£2,155.98	£97.60					£40.00	
	Cash	£2,827.28	£768.58	-£360.77	£713.36			£13.77	£0.00	£12.58		£13.77	£0.00	£15.10	£0.00			
March	Bank		£2,666.83		£0.00	£94.80	£85.51				£2,410.97	£75.55						
	Cash	£3,246.62	£883.91	-£304.12	£769.80			£24.76	£4.94	£3.97		£58.95	£2.00	£19.49	£0.00			
April	Bank		£2,764.79		£51.57	£94.80	£96.82				£2,380.00	£0.00						£141.60
	Cash	£3,693.76	£957.68	-£28.71	£912.15			£14.25	£0.00	£1.50		£14.56	£9.98	£5.24	£0.00			
May	Bank		£2,767.34		£0.00	£94.80	£0.00			£271.48	£2,330.60	£16.78	£33.68	£5.00	£0.00			£20.00
	Cash	£4,209.05	£876.57	£565.14	£649.15			£27.64	£0.00	£134.75		£55.04	£4.99	£5.00	£0.00			
June	Bank		£2,964.50		£14.99	£94.80	£61.83				£85.02	£2,684.04	£0.00	£0.00	£23.82			£0.00
	Cash	£2,825.15	£628.08	-£767.43	£541.64			£13.45	£0.00	£0.00		£0.00	£0.00	£72.99	£0.00			
July	Bank		£0.00		£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															
	Cash		£0.00	£0.00														
September	Bank		£0.00															
	Cash		£0.00	£0.00														
October	Bank		£0.00															
	Cash		£0.00	£0.00														
November	Bank		£0.00															
	Cash		£0.00	£0.00														
December	Bank		£0.00															
	Cash		£0.00	£0.00														
		£19,072.33	£20,124.56	-£1,052.23	£4,163.50	£568.80	£344.12	£117.94	£20.51	£509.30	£13,262.34	£391.11	£74.61	£178.23	£4.00	£288.50	£40.00	£161.60

Opening Stock 14/01/14		£0.00	
Gross Profit/Loss to Date	£13,995.91	73.38%	
Closing Stock 31/12/14			
Net Profit/Loss to Date	-£1,052.23	-5.52%	£1,390.51
			£338.28 Profit & Loss without One Off Costs

Budget 2014/15	B/F 2013/14	Income Budget	Income to Date	Expenditure Budget	Spent to Date	Committed	Balance	% Spent
Hiring Income		£75,000.00	£14,523.01				£60,476.99	19.36
LTC Contribution		£23,500.00	£23,500.00				£0.00	100.00
Bursary Fund		£1,000.00	£0.00				£1,000.00	0.00
	£0.00	£99,500.00	£38,023.01	£0.00	£0.00	£0.00	£61,476.99	38.21
Friends Fund Raising*	£1.62		£210.50		£0.00		£212.12	0.00
Elsie's Place C.I.C.	£1,700.00			£0.00			£1,700.00	
Rates				£7,800.00	£2,332.50		£5,467.50	29.90
Gas				£7,500.00	£821.62		£6,678.38	10.95
Electric				£5,500.00	£1,917.39		£3,582.61	34.86
Water				£1,200.00	£0.00		£1,200.00	0.00
Catering			£286.42	£0.00	£452.24		-£165.82	
Communications				£2,000.00	£365.49		£1,634.51	18.27
Cleaning				£900.00	£350.94		£549.06	38.99
Waste Removal Washroom Serv.				£3,000.00	£384.67		£2,615.33	12.82
Janitorial Costs				£0.00	£0.00		£0.00	
Insurance				£2,800.00	£0.00		£2,800.00	0.00
Advertising				£2,500.00	£0.00		£2,500.00	0.00
Security / Alarms				£1,000.00	£813.64		£186.36	81.36
Internal Maintenance				£10,000.00	£1,312.52		£8,687.48	13.13
External Maintenance				£6,500.00	£45.04		£6,454.96	0.69
Miscellaneous				£2,000.00	£262.99		£1,737.01	13.15
Licences				£1,000.00	£446.58		£553.42	44.66
IT				£1,600.00	£0.00		£1,600.00	0.00
Contingencies				£2,000.00	£0.00		£2,000.00	0.00
Salaries / Payroll				£106,494.52	£17,042.44		£89,452.08	16.00
Community Centre EMR	£13,063.60			£0.00			£13,063.60	0.00
Equipment & Fittings	£2,100.68			£2,500.00	£1,621.59		£2,979.09	35.25
<b>Totals</b>	<b>£15,164.28</b>	<b>£99,500.00</b>	<b>£38,023.01</b>	<b>£166,294.52</b>	<b>£28,169.65</b>	<b>£0.00</b>	<b>£153,575.57</b>	16.94

\* Accounted for Separately

Net Spend Less Salaries

-£26,895.80

Net Spend

-£9,853.36

£51,630.24

## Leigh Community Centre Cash Flow 2012 - 14

	Month	Invoiced Income	Total Received Income	LTC Revenue Contribution	Total Expenditure	Difference
Set-Up Budget	Aug-12	£0.00	£0.00	£1,312.50	£18,046.90	-£16,734.40
	Sep-12	£0.00	£0.00	£1,312.50	£8,834.63	-£7,522.13
	Oct-12	£3,800.07	£843.65	£1,312.50	£7,983.50	-£5,827.35
	Nov-12	£3,175.57	£5,873.75	£1,312.50	£14,538.07	-£7,351.82
	Dec-12	£5,610.82	£2,292.98	£1,312.50	£13,521.56	-£9,916.08
	Jan-13	£1,764.17	£3,140.72	£1,312.50	£11,496.85	-£7,043.63
	Feb-13	£359.40	£3,169.51	£1,312.50	£10,688.30	-£6,206.29
	Mar-13	£9,009.42	£10,554.28	£1,312.50	£16,881.53	-£5,014.75
	Apr-13	£8,485.47	£1,577.94	£1,958.33	£14,154.71	-£10,618.44
	May-13	£5,115.71	£6,210.56	£1,958.33	£18,814.15	-£10,645.26
	Jun-13	£1,698.10	£1,325.01	£1,958.33	£9,632.82	-£6,349.48
	Jul-13	£7,536.48	£10,381.22	£1,958.33	£12,495.25	-£155.70
	Aug-13	£3,893.73	£5,040.27	£1,958.33	£8,515.51	-£1,516.91
	Sep-13	£5,849.48	£8,577.68	£1,958.33	£10,872.80	-£336.79
	Oct-13	£6,730.54	£7,462.20	£1,958.33	£11,178.93	-£1,758.40
	Nov-13	£4,945.07	£6,067.27	£1,958.33	£11,753.43	-£3,727.83
	Dec-13	£3,510.93	£4,785.96	£1,958.33	£11,279.18	-£4,534.89
	Jan-14	£12,297.41	£7,022.15	£1,958.33	£16,201.78	-£7,221.30
	Feb-14	£8,795.92	£10,505.03	£1,958.33	£10,075.28	£2,388.08
	Mar-14	£7,205.25	£9,393.62	£1,958.33	£14,246.18	-£2,894.23
	Apr-14	£6,078.67	£11,469.00	£1,958.33	£11,469.00	£1,958.33
	May-14	£8,046.66	£5,238.36	£1,958.33	£10,761.63	-£3,564.94
	June-14	£7,596.98	£4,335.46	£1,958.33	£5,935.91	£357.88
		<b>£121,505.85</b>	<b>£125,266.62</b>	<b>£39,874.95</b>	<b>£279,377.90</b>	<b>-£114,236.33</b>
Total I&E 2012/13		£23,719.45	£25,874.89	£10,500.00	<b>£101,991.34</b>	<b>-£65,616.45</b>
Total I&E 2013/14		£76,064.09	£78,348.91	£23,499.96	<b>£149,220.02</b>	<b>-£47,371.15</b>
Total I&E 2014/15		£21,722.31	£21,042.82	£5,874.99	<b>£28,166.54</b>	<b>-£1,248.73</b>

**INCOME REPORT 2013/14****Period: 1st September 2013 to 31st August 2014**

Predicted income is taken from the original Cash Flow Forecast and is made up of income from existing SACC and LTC room hire and income from anticipated new business.

Actual invoiced income is 170.97% of the predicted income and 51.06% of the maximum possible income (assuming full utilisation of the building 2013/14)

	Predicted Income			Actual Invoiced Income	Difference
	SACC & LTC	New business	Total		
Sep-13	£1,608.33	£2,570.00	£4,178.33	£5,849.38	£1,671.05
Oct-13	£1,608.33	£2,570.00	£4,178.33	£6,730.54	£2,552.21
Nov-13	£1,608.33	£2,570.00	£4,178.33	£4,945.07	£766.74
Dec-13	£1,608.33	£2,570.00	£4,178.33	£3,510.93	-£667.40
Jan-14	£1,608.33	£2,570.00	£4,178.33	£12,297.41	£8,119.08
Feb-14	£1,608.33	£2,570.00	£4,178.33	£8,795.92	£4,617.59
Mar-14	£1,608.33	£2,570.00	£4,178.33	£7,205.25	£3,026.92
Apr-14	£1,608.33	£2,570.00	£4,178.33	£6,078.67	£1,900.34
May-14	£1,608.33	£2,570.00	£4,178.33	£8,046.66	£3,868.33
Jun-14	£1,608.33	£2,570.00	£4,178.33	£7,596.98	£3,418.65
Jul-14	£1,608.33	£2,570.00	£4,178.33		
Aug-14	£1,608.33	£2,570.00	£4,178.33		
<b>Total</b>	<b>£19,299.96</b>	<b>£30,840.00</b>	<b>£50,139.96</b>	<b>£71,056.81</b>	<b>£29,273.51</b>