



Leigh-on-Sea Town Council

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

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 February 2016** at 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 MEETING OF 1st DECEMBER 2015
4. DECLARATION OF MEMBERS' INTERESTS

HIGHWAY INFRASTRUCTURE

5. BUS SHELTERS DEEP CLEAN QUOTE

The work and deep clean to the Rectory Grove LTC bus shelter took place before Christmas. With regard to the deep clean of the remaining shelters, which is 7, a reduced rate has been negotiated of £285 + VAT per shelter with the attendance fee also waived. This is a saving of £805 and the cost of cleaning the remaining shelters would therefore be £1995.

6. CINDER PATH SHELTER – PAINTING WORK – **Decision Item**

This item is within Highway Infrastructure as at CFC meeting 29th July 2015, Minute 24 authorised up to £1500 from Highways infrastructure budget. Town Clerk report 2552 stated quotes were being obtained and report 2575 stated that work had started. However, although 3 quotes were obtained, all the quotes exceeded the £1500 limit and it would appear it had been overlooked to refer the matter back to this Committee for ratification.

Three quotes were obtained and the cheapest quote was accepted for works of £1850. This excluded the cost of the paint and as such £440 has been paid from the renewals budget to pay for this. This is the budget allocated for those types of work.

It has been recognised however that traditionally, the E&L budget heading Community Initiatives paid for cinder path shelter works (previously Good for Leigh). There is no expenditure planned against this budget of £2000 in the current financial year and therefore to continue with historic budgeting arrangements, it is **RECOMMENDED** that the Committee ratify the cost of the painting works of £1850 and ask E&L Committee to pay this from the Community Initiatives budget.

COUNCIL ASSETS

7. STRAND WHARF REFURBISHMENT – **Decision Item**

Work has been progressing well although it has been advised at the end of January that the delivery of the pavours is delayed by the supplier. As the delay has been caused by the supplier of the specified blocks, there will not be any loss and expense claim for the delay in works. Expected contractor completion is now mid-March although there will be other 'finishings' to complete. It is **RECOMMENDED** that a formal opening ceremony be undertaken on Saturday 7th May 2016.

8. ARTS PDG

Two meetings have been held. The following was discussed at the first meeting:

- Members decided that the License review of the attic space was fundamental and needed to be addressed first along with internal considerations before acting on the E&L motion 20th October 2015.
- Review of the License
- Consider parameters and procedures for an Artist in Residence application
- Members recommended that control of the present affordable art wall revert to the Arts PDG for input by the Artist in Residence as a member of the group

Final amendments were made to the License at the second meeting including an Artist in Residence brief forming part of it. This documentation is currently being reviewed by Solicitors.

The following timetable has been agreed:

- April – advertise the position of Artist in Residence
- May – interview candidates
- June- September – commencement of License

COMMUNITY CENTRE

9. COMMUNITY CENTRE HEATING – **Decision Item**

At present control of the heating system is via a caretaker physically attending to the boiler room to turn the heating up or down.

It is **RECOMMENDED** that a Honeywell wireless single zone thermostat be installed at a cost of £365 from the LCC budget. This piece of equipment will enable the heating to have thermostat control in the Community Centre with any alteration to temperature accessed via computer. It is envisaged this will save money and provide for easier control.

10. COMMUNITY CENTRE ADMINISTRATOR'S REPORT – Report 2581/FS – (Appendix 1)

11. FACILITIES MANAGER REPORT – **Decision Item**

It has been identified that the sky light roof area in the café area is in need of attention:

- seals are perished
- windows cannot be open
- water is starting to leak into the roof space adjacent
- several panes of glass are cracked or broken out
- ceiling is starting to show signs of water ingress
- roofing bars are starting to lift and leak
- top glass (some cracked) held in with lead straps

If water continues to get into the roof, it will eventually cause a lot more damage and has safety implications. Quotes are being obtained keeping original features with a timber frame but initial

costings indicate this would be in the region of £12,700. If the problem is left, it could incur higher costs due to related damage elsewhere.

The Committee is **RECOMMENDED** to agree a budget of up to £13,000 to complete the works from Community Centre Infrastructure Costs, Fixtures and Fittings, with delegated powers given to the Acting Town Clerk and Facilities Manager to oversee this but to look into the possibility of obtaining grant funding if possible for part or all of the cost.

12. COMMUNITY CENTRE REFURBISHMENT PROJECT

Previous T&FG meetings have considered the refurbishment of the centre:

- A conditions survey has identified £350,000 of urgent defects that need to be addressed in the immediate future
- It is desired to carry out further refurbishment and restructuring in order to bring the building to a modern standard, enable the provision of additional services where this is both desirable and economically viable and ensure a sustainable future.
- Cost of refurbishment will be kept to a low 'value for money' level balanced against the desire to incorporate certain specific improvements.
- Finance to come from Public Works Loan Board, Grant Funding and private donation.
- A staged delivery program for proposed refurbishment will be developed to ensure continuity of service delivery throughout.

It has not yet been possible to formulate any definite scheme for more detailed consideration and experience of previous capital projects suggest that an early input of professional advice is highly desirable in order to present the Council with informed choices for consideration. The business plan writing group is completing its work on an update to the business plan to reflect the outcome so far and simple outline drawings of options are being prepared 'in house'.

To assist with this work and provide professional feasibility assessment and initial costings, it is **RECOMMENDED** a budget of £5,000 is assigned to professional fees at this stage from Capital Projects Reserve.

13. REVIEW OF LCC PRICING STRUCTURE – **Decision Item**

It is **RECOMMENDED** that a T&FG be formed for this purpose, reporting at the next CFC meeting.

14. LORNA & LOTTIE'S REPORT - (Appendix 2)

15. RENEWAL/REVIEW OF CAFÉ LICENSE

The license is due for renewal at the end of February and it is **RECOMMENDED** the Chairman of CFC and Acting Town Clerk hold a meeting with the Licensee to discuss any issues raised during the initial 6 month period.

It is **RECOMMENDED** that the license be renewed for a further period of 1 year, with reports made at each CFC meeting and that authority be given to the Acting Town Clerk and Chairman of Council to sign the renewal license.

16. CFC MEETING DATES – **Decision Item**

The new schedule of bi-monthly meetings is not ideal for the running of the Community Centre. The regularity does have an impact in delaying decision making considerably.

For this Committee only, it is **RECOMMENDED** that a Community Centre sub-committee be formed with 5 Councillors to be called if needed in the months where a CFC meeting is not due to be held and the Terms of Reference to deal, under delegated powers, with only community centre business items that cannot be held over to the regular CFC meeting date.

FINANCIAL

17. BUDGET REPORT – 25TH JANUARY – (Appendix 3)
18. TO CONSIDER ANY UNDERSPENDS IN 2015/16 BUDGET THAT THE COMMITTEE WISH TO EARMARK AS A RESERVE



Helen Symmons
Acting Town Clerk
28th January 2016

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



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COMMUNITY CENTRE ADMINISTRATOR REPORT 2581 COMMUNITY FACILITIES MEETING – 2nd FEBRUARY 2016

1. Marketing & Promotion

Website:

A further meeting has been held to discuss specifications and design of the Community Centre website with Phuse Media; they are working on some preliminary ideas to present to us.

Weddings & Functions:

A T&F Group was held to discuss the content, layout and design of the Wedding Brochure and a final draft has been produced which will be proof read carefully. Three different quotes for printing costs have been obtained as follows:

Quote 1

Quote Specifications		Quantity	Cost
Size	A5	1000	£240
Pages	12	1500	£324
Paper – Inside	170gsm Silk	2000	£364
Paper – Outside	170gsm Silk	2500	£472
Binding	Stapled		

Quote 2

Quote Specifications		Quantity	Cost
Size	A5	1000	£576
Pages	12	1500	£609
Paper – Inside	150gsm Silk	2000	£641
Paper – Outside	150gsm Silk	2500	£675
Binding	Stapled		

Quote 3

Quote Specifications		Quantity	Cost
Size	A5	1000	£569
Pages	12	2500	£725
Paper – Inside	200gsm Silk		
Paper – Outside	200gsm Gloss		
Binding	Stapled		

The Committee is **RECOMMENDED** to accept quote 1 for 1,000 A5 brochures with payment from LCC Advertising budget.

2. Liaison with other Organisations & Partners

Christmas Events: Worked with a variety of groups during the Leigh Lights. Blenheim Children's Centre put on a play morning on 22nd December. Contacted local schools who came to sing in the lower hall over lunchtimes in the build up to Christmas.

Health & Wellbeing Fair: There were 19 stalls at the Health and Wellbeing Fair as well as a variety of talks, workshops and taster sessions to help promote fitness classes at the centre. Had a lot of good feedback and steady footfall throughout the day. Will be looking to organise annually. A breakdown of income and expenditure for the event is shown below.

Incoming Funds Total		Room Hire Total Costs		Any Additional Expenditure	
Stall & Room Hire	£385.00	Rooms used: Lower Hall, Room 1, Room 3, Room 4, Room 5, Room 7	£309.25	Banner* inc. VAT	£81.00
Total Funds Remaining:				-£5.25	

*N.B. The banner purchased for the event will be reused annually. The back of the banner could also be utilised to advertise other events.

February Half Term: A variety of events have been planned for the half term around the theme of "Peter Pan." Entry to all the activities has been capped at £3 to ensure affordability for parents.

Book Fair: In conjunction with Carole we are looking at organising a book fair, which would be a Saturday morning event in rooms 4 & 5. Stalls will include The Book People as well as other local businesses and general members of the public selling second hand books.

These free or affordable events within the centre boosts the footfall with creating additional cross-marketing and community engagement.

3. Building Maintenance

General Maintenance:

A plan has been formulated to add in extra noticeboards and flyer holders around the building to stop congestion in the reception area and utilise more of the wall space to eliminate crowded noticeboards.

4. Matters Arising

Wi-Fi Issues:

There have still been continued issues with the Wi-Fi Network but this has nearly been resolved with consultations from the IT Helpdesk.

Bursary Application:

There have been some additional applications for bursaries for one-off charitable events taking place before the end of March. Any bursary requests for events after March or for room hire have been referred to the new scheme.

1. Charity Concert on 12th March 2016.

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.

Name	[REDACTED]		
Contact number	[REDACTED]	Email Address	[REDACTED]
Name of group	Pet Sounds Charity Concert in aid of St Luke's Hospice	Number of people in your group	1
Date of application	08/01/2016	Date's the room will be required	12/03/2016
Cost of the room hire	£168 (6 hours at £28.00)	The room you want to hire	Lower hall + bar
Goal of the group	To raise funds for St Luke's Hospice in Basildon. The event is in memory of my mother, Margarite Davison, who passed away in May 2015 at the age of 64, and was cared for by the hospice in her final days.		
What benefit does the group give to the community	The hospice provides fantastic care for terminally ill people in the South-Essex area. Margarite Davison was a highly respected and caring person, who devoted her life to nursing people with dementia, and the event is in honour of her, to say thanks for all she did in her time.		
Why do you require a bursary	I would like to be able to donate as much money as possible to the hospice, so to have a bursary to help with the costs of hiring the Leigh community centre would make a big difference to the final total.		
Is your group assisting the economically disadvantaged?	No, but the hospice does rely heavily on donations.	The kind of group (legal entity)	One-off charity concert
The groups income and expenditure	Please attach a copy of your accounts		

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 date of the relevant committee meeting.

The budget is set for £700 for this half of the year; £550.25 has been allocated already and previous 'one-off' bursaries have been agreed at 33% of the hire rate cost.

RECOMMENDATION to recommend to P&R to offer a 33% bursary of £43.00 to the Charity Concert.

5. Feedback & Impact on the Community

Community Centre Complaints:

Several complaints have been received from hirers regarding the Wi-Fi and also the temperature of the rooms. Both of these issues are being dealt with.

6. Bookings

All regular hirers that have been at the centre longer than 3 months have been sent the new edition of the terms and conditions with an additional advisory note regarding the use of alcohol on site.

Lately there has been a large influx of bookings for children's parties with a booking on the majority of weekends up until April.

Report from Neil Harding – Lorna & Lottie's

Takes are now starting to increase as is evident from the last 3 months figures. This is due to increased awareness of the facility from the programme of events that has happened in conjunction with LTC; an increase in catering jobs from hirers and the attraction of more business now from additional opening hours. It is envisaged that the café will move into a profit making position around May. Staffing levels are good with 12 people being employed. An entertainment programme will be commencing shortly organised by the café, starting with a Caribbean night. This is helping to raise money for the Leigh Folk Festival but room hire is being paid and there will be the usual financial arrangement from the bar.

Account Summary – July to December 2015

		Takings	Expenditure	Surplus / Deficit
July	Bank		£1,508.63	
	Cash	£2,771.15	£2,680.42	-£1,417.90
August	Bank		£1,630.19	
	Cash	£2,158.39	£2,439.95	-£1,911.75
September	Bank		£1,916.96	
	Cash	£2,397.11	£1,311.70	-£831.55
October	Bank		£2,494.66	
	Cash	£4,156.86	£670.41	£991.79
November	Bank		£2,192.22	
	Cash	£4,425.75	£2,546.31	-£312.78
December	Bank		£3,067.82	
	Cash	£5,085.19	£1,363.42	£653.95
		£20,994.45	£23,822.69	-£2,828.24

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
-£100.28	£94.80	£0.00			£0.00	£1,514.11	£0.00	£0.00					
£1,231.00			£11.98	£122.80	£0.00	£173.60	£967.44	£0.00	£0.00	£173.60			
£0.00	£94.80	£0.00				£1,535.39							
£856.36			£12.52	£29.71	£21.96	751.35	£16.70	£0.00	£0.00	£751.35			
£0.00	£94.80	£55.02				£1,767.14							
£783.52			£7.44	£57.00	£17.50	£210.75	£88.29	£0.00	£147.20	£0.00			
£0.00	£94.80	£0.00				£2,399.86						£0.00	
£1,125.72			£9.94	£181.87	£3.21	£235.20	-£902.19	£0.00	£16.66	£0.00			
£0.00	£94.08	£32.09				£2,066.05	£0.00					£0.00	
£798.72			£3.80	£59.52	£0.00	£790.05	£82.27	£0.00	£8.50	£803.45			
£0.00	£95.52	£63.68				£2,908.62	£0.00					£0.00	
£1,043.49			£19.47	£51.00	£0.00	£204.00	£0.00	£0.00	£45.46	£0.00			
£5,738.53	£568.80	£150.79	£65.15	£501.90	£42.67	£14,556.12	£252.51	£0.00	£217.82	£1,728.40	£0.00	£0.00	£0.00

COMMUNITY FACILITIES BUDGET					2015/16					
INCOME	Budget 2015/16	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2015/16	Expenditure	Balance	% Spent
LCC Hire Income	£ 94,000.00	£ 89,208.79	£ 4,791.21	94.90%	LCC Expenditure	£ 15,164.73	£ 71,576.49	£ 57,538.85	£ 29,202.37	80.39%
LTC Premises Contribution	£ 25,000.00	£ 25,000.00	£ -	100.00%	LCC Staffing		£ 124,661.17	£ 89,978.42	£ 34,682.75	72.18%
Other Income	£ 3,564.60	£ 2,454.90	£ 1,109.70	68.87%	Highways Expenditure		£ 5,436.03	£ 1,785.00	£ 3,651.03	32.84%
Highways Income	£ 300.00	£ 300.00	£ -	100.00%	Highways Staffing		£ -	£ -	£ -	
LCC Fundraising		£ 814.55			Skate Park Expenditure		£ 4,400.00	£ 2,543.57	£ 1,856.43	57.81%
					Skate Park Staffing		£ 3,767.27	£ 2,930.71	£ 836.56	77.79%
Total Income	£ 122,864.60	£ 117,778.24	£ 5,900.91	95.86%	Total Expenditure	£ 15,164.73	£ 209,840.96	£ 154,776.55	£ 70,229.14	73.76%

SKATE PARK DETAILED BUDGET				2015/16	
EXPENDITURE	Budget 2015/16	Expenditure	Balance	% Spent	
Rent	£ 50.00	£ 50.00	£ -	100.00%	
Cleaning	£ 2,000.00	£ 627.12	£ 1,372.88	31.36%	
Electricity	£ 450.00	£ 1,017.78	-£ 567.78	226.17%	
Miscellaneous	£ 200.00	£ 298.67	-£ 98.67	149.34%	
Grass Cutting	£ 700.00	£ 550.00	£ 150.00	78.57%	
Skate Park Maintenance	£ 1,000.00	£ -	£ 1,000.00	0.00%	
Staffing Costs	£ 3,767.27	£ 2,930.71	£ 836.56	77.79%	
TOTAL EXPENDITURE	£ 8,167.27	£ 5,474.28	£ 2,692.99	67.03%	

HIGHWAYS DETAILED BUDGET					2015/16	
EXPENDITURE	Earmarked Reserves	Budget 2015/16	Income	Expenditure	Balance	% Spent
School Crossing Patrols		£ 4,500.00		£ -	£ 4,500.00	0.00%
Bus Shelters		£ 3,000.00		£ 1,485.00	£ 1,515.00	49.50%
New Bus Shelters		£ -		£ -	£ -	
Highway Infrastructure	£ 2,945.00	-£ 2,613.97		£ -	£ 331.03	0.00%
Bollards		£ 250.00		£ -	£ 250.00	0.00%
Phone Box		£ 300.00	£ 300.00	£ 300.00	£ -	100.00%
Staff Costs		£ -			£ -	
TOTAL EXPENDITURE	£ 2,945.00	£ 5,436.03	£ 300.00	£ 1,785.00	£ 6,596.03	21.30%
Transfer to Strand Wharf CFC Minute 50						

COMMUNITY CENTRE DETAILED BUDGET					2015/16					
INCOME	Budget 2015/16	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2015/16	Expenditure	Balance	% Spent
Room Hire	£ 94,000.00	£ 89,208.79	£ 4,791.21	94.90%	Insurance		£ 2,800.00	£ 2,702.34	£ 97.66	96.51%
LTC Building Contribution	£ 25,000.00	£ 25,000.00	£ -	100.00%	Business Rates		£ 8,000.00	£ 7,920.00	£ 80.00	99.00%
Bursary Fund	£ 1,400.00	£ 653.00	£ 747.00	46.64%	Professional Fees			£ -	£ -	
LTC Events Hire	£ 600.00	£ 295.00	£ 305.00	49.17%	Utilities		£ 19,900.00	£ 15,272.66	£ 4,627.34	76.75%
Other Income		£ -	£ -		Catering		£ -	£ 1,564.60	-£ 1,564.60	
Coffee Machine Recovery	£ 1,564.60	£ 1,506.90	£ 57.70	96.31%	Infrastructure Costs + F&F (Capital)	£ 15,164.73	£ 4,156.49	£ 2,343.07	£ 16,978.15	56.37%
Elsie's Place Loan Repayments	£ 1,250.00	£ 1,250.00	£ -	100.00%	Cleaning & Waste / H&S		£ 6,500.00	£ 5,661.78	£ 838.22	87.10%
			£ -		Advertising & Website		£ 4,920.00	£ 3,175.59	£ 1,744.41	64.54%
Grants Received		£ -	£ -		Security & Alarms		£ 2,300.00	£ 129.51	£ 2,170.49	5.63%
Friends Fundraising		£ 814.55	-£ 814.55		Internal Maintenance		£ 10,000.00	£ 6,878.54	£ 3,121.46	68.79%
					External Maintenance		£ 6,500.00	£ 1,867.11	£ 4,632.89	28.72%
					Miscellaneous		£ 2,000.00	£ 1,825.65	£ 174.35	91.28%
					Licences		£ 1,000.00	£ 4,713.00	-£ 3,713.00	471.30%
					IT		£ 1,000.00	£ 615.00	£ 385.00	61.50%
					Janitorial Costs (Uniforms Etc)		£ 500.00	£ -	£ 500.00	0.00%
					Contingencies		£ 2,000.00	£ 2,870.00	-£ 870.00	143.50%
					Salaries (Admin)		£ 52,826.46	£ 38,004.60	£ 14,821.86	71.94%
					Salaries (Janitorial)		£ 71,834.71	£ 51,973.82	£ 19,860.89	72.35%
					Friend's Purchases	£ 512.34	£ 814.55	£ -	£ 1,326.89	0.00%
TOTAL INCOME	£ 123,814.60	£ 117,913.69	£ 5,900.91	95.23%	TOTAL EXPENDITURE	£ 15,677.07	£ 196,237.66	£ 147,517.27	£ 63,885.12	75.17%
					See minute 56 CFC 1/12/15					