

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 Jane Ward
Vice Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

Notice is hereby given that a meeting of the **COMMUNITY FACILITIES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday 6th June 2017** 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. DECLARATION OF MEMBERS' INTERESTS
4. TO APPROVE THE MINUTES OF THE CFC MEETING OF 4th APRIL 2017
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#) page 4)
7. TERMS OF REFERENCE FOR SUB-COMMITTEES ([Appendix 2](#) page 5) **DECISION ITEM**

At the Annual Council Meeting, the Terms of Reference for Committees were reviewed and resolved. As both the Leisure Development Sub-Committee and Community Centre Sub-Committee are sub-committees of CFC it is **RECOMMENDED** that their specific Terms of Reference are reviewed by this parent committee.

8. CFC ACTION PLAN ([Appendix 3](#) page 7) **DECISION ITEM**

This plan was not reviewed by the previous committee and it is **RECOMMENDED** that this be undertaken and updated.

COMMUNITY FACILITIES

9. SKATE PARK

A comprehensive report has been received with regard to future development of the park and a meeting of the Leisure Development Sub-Committee will take place very shortly to discuss.

The Facilities Manger continues to monitor the park in line with the annual inspection recommendations and subsequent repairs made.

10. STRAND WHARF **DECISION ITEM**

Sealant to the wharf has now been fully applied. All 8 memorial plaque spaces are now filled and we have one person on the waiting list.

In the original design for the Wharf, space was left for LTC plaques to be erected below the planter seating. This was suspended to ensure costs were contained. This however leaves the Wharf unprofessionally finished. It is **RECOMMENDED** that the Committee consider the installation of plaques. The cost of installing 8 brass plates (which would match the memorial plaques) would cost £491.60 plus delivery and it is recommended that this be taken from the Strand Wharf Planters earmarked reserve.

COMMUNITY CENTRE

11. ARTS GROUP REPORT DECISION ITEM

It is **RECOMMENDED** that the Committee appoint members to this group for 2017/18 and that the group arrange an imminent meeting to compile an Artist in Residence pack and commence the process for the commencement of a new Artist in Residence from 1st September 2017.

The Town Clerk notes that the recent Leigh Town Council News magazine states an application form for exhibiting on the Art Wall is available. To her knowledge only a Terms & Conditions document exists.

12. REPORT ON ADMINISTRATION DECISION ITEM

Southend Borough Council are implementing a Wifi deployment project across the Borough and have included Leigh Town Council in this, recognising the importance of Leigh Community Centre. As such we will receive free wifi within the building which will link with external public areas in the Town. There is no cost to us and will enable us to cancel the existing wifi arrangement for public use in the Centre which is of a poor standard in comparison. Southend Borough Council as Landlords have given their consent for the equipment to be installed and thanks the Council for supporting the project. It is hoped to have the new system in place by August 2017.

A waiting list system is now in place for those wishing to hire regularly at the Centre during week day openings. See [Appendix 4](#) (page 10) - Report 2647 with regards to current usage and availability of the Centre. A full summary of current room hire usage and availability will be presented at the meeting. It has come to the point where it would be more beneficial if Room 6 had flexible usage as bookings for this room are limited with the board table and chairs in situ.

It is therefore **RECOMMENDED** that the fixed board room table and chairs be sold (if possible), using the Centre's existing tables and banqueting chairs for Council and Committee meetings. This will also enable meetings to be held in alternative rooms within the Centre when appropriate.

13. FACILITIES MANAGER'S REPORT

The new commercial cooker has been installed. The work was completed under budget and this included the cost of a new kitchen window which is fully operational.

Started in May, the Facilities Manager is now provided with a monthly job list relating to repairs from the conditions survey that can be completed internally.

Two major issues of concern are the lift system which needs to be changed to cope with the usage demands and the pest control of pigeons. Both have been referred to the Community Centre Sub-Committee as part of the repair/refurbishment programme.

14. LORNA & LOTTIE'S REPORT DECISION ITEM

Year-end figures have been received and studied. To summarise:

Turnover £55,628

Salaries £34,923 (which includes Directors remuneration of £2,040)

Net profit after depreciation of assets (£1,252) was £2,518 but the loss from 2015/16 of £2,240 was offset against this.

Operating Profit £279

Licence fee to LTC £139

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

Turnover £17,676

Salaries £9,539

Quarterly surplus £2,070

Licence fee to LTC £1,035 – which we will receive shortly along with the Licence fee for 2016.

It has come to the Town Clerk's notice that the service agreement has not been reviewed for 2 years and therefore the 'right to review charges for utilities' has never been considered after the initial free period of 6 months. It is therefore **RECOMMENDED** that the Committee authorise the Town Clerk and the Chairman and Vice Chairman of the CFC Committee to undertake a full review of the terms of the licence and service agreement in consultation with the present Licensee and make their recommendations to the Committee at the August meeting.

15. P&R RECOMMENDATION

As the parent Committee of the Community Centre Sub-Committee, P&R **RECOMMENDS** that the Committee instructs the Sub-Committee to expedite the repair programme.

FINANCIAL

16. COMMITTEE BUDGET REPORT – 25th JUNE 2017 – ([Appendix 5](#) page 11)



Helen Symmons
Town Clerk
1st June 2017

Please Note: 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 2017/18

Committee	Minute No. and Subject	Completion Status	Completion Date	Outcome	Forward Action Required	RO
CFC 07-02-17	75. LDSC	Mini bus field trip suspended Skate park repairs completed	16-03-17	Projects Officer setting new date FM monitoring	Set new date 2017 external inspection will be September	PO TC
CFC 07-02-17	77. Art Group Report	Exhibition T&C complete Hanging system purchased	10-03-17	Awaiting installation	Diarised to be installed between exhibitions	FM
CFC 07-02-17	79. Facility Manager's Report	Commercial oven Extractor fan bought		Installed Being returned as new window fitted instead	NFA NFA	
CFC 07-02-17	81. Community Centre Sub-committee	Meeting held	29-03-17	Chartered Surveyor meeting held	Awaiting reports whereupon next CCSC will be held	PO/TC
CFC 04-04-17	92. Arts Group Report	Artist in Residence concession	05-04-17	Concession in place	NFA	

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LEISURE DEVELOPMENT SUB-COMMITTEE

TERMS OF REFERENCE

Membership shall comprise 6 Councillors and designated co-opted members:

Chairman & Vice-Chairman of Council

Plus 4 other members and maximum of 3 co-opted members

The quorum of the Sub-Committee shall be three members with one officer in attendance.

The Chairman and Vice Chairman shall be elected at the Annual Council Meeting by the Councillor members of the Sub-Committee.

PURPOSE

To consider all project matters for a Leigh Leisure and Sport area and make recommendations to CFC.

SCOPE

To act as overview body.

KEY TASKS

1. Further develop the project and submit a project assessment.
2. Submit a detailed proposal and project budget.
3. If adopted to assist and guide the implementation of the project with appropriate monitoring.
4. To consider correspondence appropriate to its Terms of Reference.

COMMUNITY CENTRE SUB-COMMITTEE

TERMS OF REFERENCE

Membership shall comprise 5 Councillors from the main CFC Committee

The quorum of the Sub-Committee shall be three members with one officer in attendance.

The Chairman and Vice Chairman shall be elected at the Annual Council Meeting by members of the Sub-Committee.

PURPOSE

To consider all project matters for the repair/refurbishment of Leigh Community Centre and make recommendations to CFC.

SCOPE

To act as overview body.

KEY TASKS

1. Further develop the proposed repair/refurbishment project.
2. Submit a detailed proposal and project budget.
3. If adopted to assist and guide the implementation of the project with appropriate monitoring.
4. To consider correspondence appropriate to its Terms of Reference.

[Agenda](#)

CFC ACTION PLAN

Strategic Aim	Objective	Action	Timescale	Budget	Review
Take part in an open dialogue with the community to better understand their needs, and in turn explain how we will address these needs within the resources and powers available to the town council	To engage with the public in the development and implementation of the future refurbishment of the community centre and the Leigh Leisure Plaza Project.	Advertise and enrol suitable local residents and service users to the development and implementation groups.	With immediate effect and continuing throughout these projects.	£500	
	To communicate our plans and aspirations and consult with the public where appropriate to ensure that the services we provide are required	Inform the local press of projects at an early stage. Implement formal consultations utilising the LTC news, website and other media	As appropriate	£1,000	
Provide high standard, value for money services to help to meet the needs and wishes of the community.	To maintain and improve the existing capital assets of the Council particularly at the skatepark and Strand Wharf.	Carry out full safety survey of assets and review scheme of regular safety and maintenance checks.	Surveys and review to be reported at October meeting.	£	
	To maximize the utilisation and benefit of the existing assets of the Council	Continue existing program for CC and further marketing and development by CC administrator. Develop promotion of use of skatepark and Strand Wharf	Ongoing.		
			3 months		
	To develop a refurbishment and development plan for the Community Centre and to implement these works.	Establish refurbishment group/SC. Review staffing requirements for major projects. Professional consultation. Finalise business plan utilising intern. Develop and finalise scheme of	3 months		
			3 months		
As required 6 months 12 months			£5,000 £2,000		

CFC ACTION PLAN

	<p>Leigh Leisure Plaza: The objective is to provide for the people of Leigh on Sea and the surrounding area, of all ages and capabilities, an outdoor activity and recreation area on Leigh Marshes between the refuse centre and the golf driving range.</p> <p>Minor works</p>	<p>refurbishment. Identify and secure funding. Implement refurbishment scheme</p> <p>Establish development group/SC. Carry out feasibility study and local survey. Review staffing requirements to support and implement scheme</p> <p>To continue to review and consider opportunities for minor schemes and be flexible to developing needs such as continuation of local services if withdrawn by principal authority.</p>	<p>12 months</p> <p>3 years</p> <p>Report to October meeting</p> <p>3 months</p> <p>PDG to meet at least 6 monthly to audit and review in January and October.</p>	<p>£2,000</p>	
<p>Assist and encourage other bodies to provide high standard, value for money services to help meet the needs and wishes of the residents.</p>	<p>Via membership of other bodies such as coastal community group to encourage local provision. By engagement of local PA members to ensure maximum provision for Leigh.</p>	<p>Continue support and membership of local bodies. Provide support and assistance to these bodies as required. To establish and maintain good working relationships with PA.</p>	<p>Ongoing.</p>	<p>£500</p>	

CFC ACTION PLAN

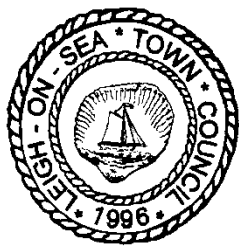
<p>Promote the best interests of the town for the benefit of the local community.</p>	<p>Support the work of other committees and Council by providing and maintaining the physical assets of the Council.</p>	<p>Chairman to engage with the Chairs of other committees at Chairman's liaison meetings and report back to committee.</p>	<p>Ongoing</p>		
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Outline actions agreed May 2016

Enhance action plan agreed August 2016

Quarterly reviews and feedback due November 2016 and February 2017

[Agenda](#)



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REPORT 2647/HM

This report is submitted by the Bookings/Administrative Assistant

Bookings report for regular hirers.

- One of the biggest tasks I have undertaken and one that is an on-going process is a Regular Bookings and Availability Spreadsheet.

On Edge there is no quick way to find out what availability we currently have for regular hirers. Therefore I went through and monitored each day by room and time and made a separate spreadsheet. I've broken it down daily into half hour slots on a 4 week rolling basis. Having a visual tool has made the booking process much more efficient and clearly shows what availability we have for weekly and monthly bookings.

- Since developing this spreadsheet I have been able to use it in conjunction with our waiting list, monitoring both these means I can reach out to possible regular hirers. Since the spreadsheet has come into play I have dramatically reduced the waiting list and introduced new hirers to the centre and have been able to offer extra sessions for existing hirers.
- A number of local organisations have used us for one-off bookings and then gone on to book multiple sessions; these include Thames Estuary Partnership, South Essex Teaching Alliance, HR for Today, Private Family Assessment sessions and Simply Fertility. I hope that this trend will continue and local companies will continue to use us as a reliable, professional outside venue for their business.

Bookings report for one-off events.

- I have been proactive in promoting the Community Centre for venue Hire and have placed our details on the Netmums website, Yell.com, Thomson Local, Leigh-on-Sea.com, Halls for hire, Hallshire.com and Essex Mums, all of which are free of charge to advertise with.
- I developed a new poster; leaflets and social media campaign promoting the Community Centre for venue hire which I feel brings us up to date and a desirable place to hire.

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COMMUNITY FACILITIES BUDGET					2017/18					
INCOME	Budget 2017/18	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2017/18	Expenditure	Balance	% Spent
LCC Hire Income	£ 125,000.00	£ 15,092.23	£ 109,907.77	12.07%	LCC Expenditure	£ 43,621.00	£ 114,000.00	£ 8,261.95	£ 149,359.05	7.25%
LTC Premises Contribution	£ 25,000.00	£ -	£ 25,000.00	0.00%	LCC Staffing		£ 139,800.00	£ 16,143.78	£ 123,656.22	11.55%
Other Income*	£ 3,424.08	£ 1,055.08	£ 2,369.00	30.81%	Highways Expenditure	£ 1,331.00	£ 5,300.00	£ -	£ 6,631.00	0.00%
Highways Income		£ -	£ -		Strand Wharf Expenditure		£ 1,300.00	£ 134.72	£ 1,165.28	10.36%
Strand Wharf		£ -			Skate Park Expenditure	£ 4,402.00	£ 3,550.00	£ 91.70	£ 7,860.30	2.58%
LCC Fundraising		£ 69.09			Skate Park Staffing		£ 4,000.00	£ 585.43	£ 3,414.57	14.64%
					Strand Wharf (Capital)	£ 2,276.00		£ -	£ 2,276.00	
					Paddling Pool	£ 1,659.70	£ 500.00	£ -	£ 2,159.70	0.00%
Total Income	£ 153,424.08	£ 16,216.40	£ 137,276.77	10.57%	Total Expenditure	£ 53,289.70	£ 268,450.00	£ 25,217.58	£ 296,522.12	7.84%

STRAND WHARF DETAILED BUDGET				2017/18		
EXPENDITURE	EMR	Budget 2017/18	Income	Expenditure	Balance	% Spent
Strand Wharf Running Costs		£ 50.00		£ -	£ 50.00	0.00%
Maintenance		£ 1,000.00		£ -	£ 1,000.00	0.00%
Electricity		£ 150.00		£ 14.27	£ 135.73	9.51%
Memorial Plaques/Planters	3634.72	£ 100.00	£ -	£ 120.45	-£ 20.45	
TOTAL EXPENDITURE	£ 3,634.72	£ 1,300.00	£ -	£ 134.72	£ 1,165.28	10.36%

COMMUNITY CENTRE DETAILED BUDGET					2017/18					
INCOME	Budget 2017/18	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2017/18	Expenditure	Balance	% Spent
						£ 14,095.00				
Room Hire	£ 125,000.00	£ 15,092.23	£ 109,907.77	12.07%	Insurance		£ 2,800.00	£ 2,827.35	-£ 27.35	100.98%
LTC Building Contribution	£ 27,000.00		£ 27,000.00	0.00%	Business Rates		£ 8,000.00	£ 1,537.00	£ 6,463.00	19.21%
			£ -		Legal Lease Fees		£ -	£ -	£ -	
LTC Events Hire	£ 300.00	£ -	£ 300.00	0.00%	Utilities		£ 20,300.00	£ -	£ 20,300.00	0.00%
Events at LCC	£ 1,500.00	£ 931.00	£ 569.00	62.07%	Catering		£ 700.00	£ 124.08	£ 575.92	
Coffee Machine Recovery	£ 124.08	£ 124.08	£ -	100.00%	Infrastructure Costs + F&F (Capital)	£ 22,577.00	£ 5,000.00	£ 2,159.85	£ 25,417.15	43.20%
Other Income	£ 1,500.00	£ -	£ 1,500.00	0.00%	Professional Fees	£ 5,000.00	£ 2,000.00		£ 7,000.00	
			£ -		Cleaning & Waste / H&S		£ 7,000.00	£ 508.25	£ 6,491.75	7.26%
Grants Received		£ -	£ -		Advertising & Website		£ 3,100.00	£ -	£ 3,100.00	0.00%
Friends Fundraising		£ 69.09	-£ 69.09		Security & Alarms		£ 500.00	£ 139.19	£ 360.81	27.84%
					Internal Maintenance		£ 13,000.00	£ 379.73	£ 12,620.27	2.92%
					External Maintenance		£ 42,000.00	£ -	£ 42,000.00	0.00%
					Miscellaneous		£ 2,800.00	£ 147.50	£ 2,652.50	5.27%
					Licences		£ 2,300.00	£ 209.00	£ 2,091.00	9.09%
					IT		£ 1,000.00	£ -	£ 1,000.00	0.00%
					Janitorial Costs (Uniforms Etc)		£ 500.00	£ -	£ 500.00	0.00%
					Contingencies		£ 2,000.00		£ 2,000.00	0.00%
					Events at LCC		£ 1,000.00	£ 230.00	£ 770.00	
					Salaries (Admin)		£ 44,664.00	£ 5,296.39	£ 39,367.61	11.86%
					Salaries (Janitorial)		£ 95,136.00	£ 10,847.39	£ 84,288.61	11.40%
					Friend's Purchases	£ 1,949.00	£ 69.09	£ -	£ 2,018.09	

HIGHWAYS DETAILED BUDGET				2017/18		
EXPENDITURE	Earmarked Reserves	Budget 2017/18	Income	Expenditure	Balance	% Spent
School Crossing Patrols		£ 4,500.00		£ -	£ 4,500.00	0.00%
Highway Infrastructure	£ 1,331.00	£ 500.00		£ -	£ 1,831.00	0.00%
Phone Box		£ 300.00	£ -	£ -	£ 300.00	
Staff Costs		£ -			£ -	
TOTAL EXPENDITURE	£ 1,331.00	£ 5,300.00	£ -	£ -	£ 6,631.00	0.00%

SKATE PARK DETAILED BUDGET				2017/18		
EXPENDITURE	EMR B/F	Budget 2017/18	Expenditure	Balance	% Spent	
Reserve from 2016/17	£ 4,402.00			£ 4,402.00		
Rent		£ 50.00	£ -	£ 50.00	0.00%	
Cleaning		£ 1,000.00	£ 44.73	£ 955.27	4.47%	
Electricity		£ 500.00	£ 46.97	£ 453.03	9.39%	
Miscellaneous		£ 300.00	£ -	£ 300.00	0.00%	
Grass Cutting		£ 700.00	£ -	£ 700.00	0.00%	
Skate Park Maintenance		£ 1,000.00	£ -	£ 1,000.00	0.00%	
Staffing Costs		£ 4,000.00	£ 585.43	£ 3,414.57	14.64%	
TOTAL EXPENDITURE	£ 4,402.00	£ 7,550.00	£ 677.13	£ 11,274.87	8.97%	