



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 1st August 2017** at Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at **8.00 pm.**

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 6th JUNE 2017
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#) page 3)
7. CFC ACTION PLAN ([Appendix 2](#) page 4) **DECISION ITEM**

This plan was reviewed in June and it is **RECOMMENDED** that the Committee approve the revised plan.

COMMUNITY FACILITIES

8. LEISURE DEVELOPMENT SUB-COMMITTEE SKATE PARK

Further reports have been received with regard to the future development of the park and a meeting of the Leisure Development Sub-Committee will take place 31st July 2017.

The Facilities Manger continues to monitor the park in line with the annual inspection recommendations and subsequent repairs made. The next inspection is booked for September.

COMMUNITY CENTRE

9. ARTS GROUP

Only one further Councillor came forward to join the group. Members are therefore Cllrs Rosier, Ward and Bromfield. Two application packs have been requested for the next Artist in Residence term. The deadline for applications is 4th August 2017.

10. REPORT ON ADMINISTRATION

The holiday activity programme continues to grow with 245 children signed up to attend the events in the Summer holidays. There is already a waiting list for some of the events. The Booking/Administrative Assistant will be offering space to potential hirers imminently with the flexible use of Room 6 becoming available.

11. FACILITIES MANAGER'S REPORT

The paddling pool was dredged the week 12th June by Southend Borough Council.

12. LORNA & LOTTIE'S REPORT

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

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Turnover	£17,676	£18,514		
Salaries	£9,539	£10,800		
Quarterly surplus	£2,070	£2,017		
Licence fee to LTD	£1,035	£1,008		

13. COMMITTEE BUDGET REPORT – 24th JULY 2017 – ([Appendix 3](#) page 8)

LCC hire income is slightly under budget for the first quarter but both income and expenditure are running at similar percentage levels under budget and some of the expenditure costs have been met in full for the year already i.e. building insurance and some maintenance contracts. The final payment for Strand Wharf is correct and is over the budget remaining due to the cost of the original planting work coming from the capital account prior to the memorial fund re the up keep of the planters. It is understood that there will be savings in other areas of the CFC budget that can be vired at the end of the year to offset this excess in budget within the Committee.

14. LCC SCHEME OF DELEGATION – ([Appendix 4](#) page 11) – **DECISION ITEM**

CONFIDENTIAL

15. 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 – SO3(d) - contractual

16. RECOMMENDATION OF LCC SUB-COMMITTEE TO CFC (Confidential Appendix 1) – **DECISION ITEM**

The LCC Sub-Committee wishes to **RECOMMEND TO CFC that it RESOLVES the recommended appointment** to undertake a LCC feasibility report as per Confidential Appendix 1 at a cost of £5,700 + VAT from the earmarked reserve for this purpose and the budget amount set aside for 2017/18 Community Centre Professional fees.

This is the pre-project initial phase and therefore the Sub-Committee in accordance with its Terms of Reference will be holding further meetings to evolve the project simultaneously with the feasibility report. Any member of LTC will be able to attend the Sub-Committee meetings. All recommendations will be made to CFC prior to onward recommendations to P&R and Council.

Helen Symmons
Town Clerk
27th July 2017

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	24-04-17	Agreed that if a trip arranged it will be in cars now. EPO has informed Vice Chair of LDSC of interest	Matter being referred to LDSC as agenda item 31-07-17	
CFC 06-06-17	7. Report on Administration	RESOLVED to recommend to Council to sell table & chairs room 6	18-07-17	RESOLVED by Council	Sale to be arranged	FM
CFC 06-06-17	12. Strand Wharf	RESOLVED to install 8 brass plaques	19-07-17	Ordered and will be installed asap	NFA	FM
CFC 06-06-17	13. Arts Group Report	RESOLVED TO appoint Cllrs Rosier & Ward and invite other members to join	08-06-17	Cllr Bromfield now a member of the group	NFA	
CFC 06-06-17	15. Lorna & Lottie's	RESOLVED to review licence & service agreement	10-07-17	Licence & Service agreement are being reviewed with legal input	Will be presented to CFC in due course	TC

[Agenda](#)

LEIGH TOWN COUNCIL ACTION PLAN 2016-2020 COMMUNITY FACILITIES COMMITTEE

Strategic Aim

TO TAKE PART IN AN OPEN DIALOGUE WITH THE COMMUNITY

Objective	Action	Timescale	Budget	Review	Forward Plan
Leisure Development Project Engage with the public in the development and implementation	Advertise and enrol suitable local residents and service users to the development and implementation groups	With immediate effect and continuing throughout project		Achieved and continuing	Further consultation when appropriate
Community Centre refurbishment Engage with the public in the development and implementation of the future refurbishment	Advertise and enrol suitable local residents and service users to the development and implementation groups	With immediate effect and continuing throughout project		Consultation recommended with regard to any major restyling	Consultation when appropriate
Services Communicate plans and aspirations and consult where appropriate to ensure services provided are required	Inform local press of projects at an early stage and implement formal consultations utilising LTC news, website and other media	As appropriate		Undertaken when appropriate	

Strategic Aim

PROVIDE HIGH STANDARD VALUE FOR MONEY SERVICES

Objective	Action	Timescale	Budget	Review	Forward Plan
Capital Assets					
Maintain and improve particularly skate park 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		Town Clerk and Facilities Manager undertaking appropriate operational risk reviews and H&S checks	Amend plan to include paddling pool
Maximise the utilisation and benefit of existing assets	Continue existing program for CC and further marketing and development by CC administrator.	Ongoing		Paddling pool to be dredged Strand Wharf works all complete – promotion and use achieved. Skatepark repairs complete but monitoring period in place Marketing officer now in place	Facilities Manager to inspect Bonchurch Gym with a view to advising SBC if any issues
	Develop promotion of use of skatepark and Strand Wharf	3 months			Skate park priority of LDSC but promotion on hold until refurbishment complete
Develop a refurbishment and development plan for Community Centre and to implement these works	Establish a refurbishment group/SC. Review staffing requirements for major projects Professional consultation Finalise business plan utilising intern Develop and finalise scheme of refurbishment Identify and secure funding Implement refurbishment scheme	3 months 3 months As required 6 months 12 months 12 months 3 years	£5000 £2000	Sub-committee formed Staffing implemented Taking place Intern scrapped and budget removed Internal repair programme n/a as yet	On going and awaiting further information. Sub-committee will be called as soon as possible
Leisure Development –				Sub-committee formed	

<p>consider outdoor activity area on Leigh Marshes</p> <p>Minor works</p>	<p>Establish development group/SC Carry out feasibility study and local survey Review staffing requirements to support and implement scheme 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>Report October Meeting 3 months</p> <p>PDG to meet at least 6 months to audit and review</p>	<p>£2000</p>	<p>Research undertaken – skatepark is priority Staffing in place</p> <p>This section not relevant to Action plan</p>	<p>Ongoing</p> <p>Delete from action plan</p>
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Strategic Aim

ASSIST AND ENCOURAGE OTHER BODIES TO PROVIDE HIGH STANDARD VALUE

Objective	Action	Timescale	Budget	Review	Forward Plan
<p>Via membership of other bodies to encourage local provision and by engagement of local principal authority members to ensure maximum provision for Leigh</p>	<p>Continue support and membership of local bodies and 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>	<p>This section not relevant to Action plan</p>	<p>Change objective to: Assist with development of other bodies through community engagement and liaison</p> <p>Change action to: Review working arrangements</p>

Strategic Aim

PROMOTE THE BEST NEEDS OF THE TOWN

Objective	Action	Timescale	Budget	Review	Forward Plan
CFC supports work of other committee and Council by providing and maintaining physical assets Interact with SBC Consideration of a NHP	Chairman to engage with other Chairmen and report back	Ongoing Ongoing		Chairman's Forum will assist.	

**Reviews due December 2017 and June 2018
February 2017**

No review was undertaken in November 2016, nor

[Agenda](#)

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	£ 28,512.05	£ 96,487.95	22.81%	LCC Expenditure	£ 43,621.00	£ 114,000.00	£ 20,798.29	£ 136,822.71	18.24%
LTC Premises Contribution	£ 25,000.00	£ -	£ 25,000.00	0.00%	LCC Staffing		£ 139,800.00	£ 30,032.13	£ 109,767.87	21.48%
Other Income*	£ 3,534.96	£ 1,703.96	£ 1,831.00	48.20%	Highways Expenditure	£ 1,331.00	£ 5,300.00	£ -	£ 6,631.00	0.00%
Highways Income	£ 300.00	£ -	£ 300.00		Strand Wharf Expenditure		£ 1,300.00	£ 195.97	£ 1,104.03	15.07%
Strand Wharf		£ -			Skate Park Expenditure	£ 4,402.00	£ 3,550.00	£ 243.18	£ 7,708.82	6.85%
LCC Fundraising		£ 82.79			Skate Park Staffing		£ 4,000.00	£ 955.01	£ 3,044.99	23.88%
					Strand Wharf (Capital)	£ 2,276.00		£ 2,880.00	-£ 604.00	
					Paddling Pool	£ 1,659.70	£ 500.00	£ -	£ 2,159.70	0.00%
Total Income	£ 153,834.96	£ 30,298.80	£ 123,618.95	19.70%	Total Expenditure	£ 53,289.70	£ 268,450.00	£ 55,104.58	£ 266,635.12	17.13%

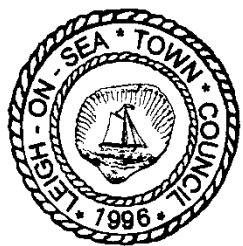
* Budget figure increases due to income received from café re coffee expenditure recovery

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		£ 19.65	£ 980.35	1.97%
Electricity		£ 150.00		£ 55.87	£ 94.13	37.25%
Memorial Plaques/Planters	3634.72	£ 100.00	£ -	£ 120.45	-£ 20.45	120.45%
TOTAL EXPENDITURE	£ 3,634.72	£ 1,300.00	£ -	£ 195.97	£ 1,104.03	15.07%

COMMUNITY CENTRE DETAILED BUDGET					2017/18						
INCOME	Budget 2017/18	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2017/18	Expenditure	Balance	% Spent	
					CFC 2016/17 Accruals	£ 14,095.00		-£ 3,391.71			
Room Hire	£ 125,000.00	£ 28,512.05	£ 96,487.95	22.81%	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	£ 3,075.00	£ 4,925.00	38.44%	
			£ -		Utilities		£ 20,300.00	£ 4,948.97	£ 15,351.03	24.38%	
LTC Events Hire	£ 300.00	£ -	£ 300.00	0.00%	Catering		£ 700.00	£ 234.96	£ 465.04		
Events at LCC	£ 1,500.00	£ 1,469.00	£ 31.00	97.93%	Infrastructure Costs + F&F (Capital)	£ 22,577.00	£ 5,000.00	£ 5,470.11	£ 22,106.89	109.40%	
Coffee Machine Recovery	£ 234.96	£ 234.96	£ -	100.00%	Professional Fees	£ 5,000.00	£ 2,000.00	£ 450.00	£ 6,550.00		
Other Income	£ 1,500.00	£ -	£ 1,500.00	0.00%	Cleaning & Waste / H&S		£ 7,000.00	£ 1,467.58	£ 5,532.42	20.97%	
			£ -		Advertising & Website		£ 3,100.00	£ -	£ 3,100.00	0.00%	
Grants Received		£ -	£ -		Security & Alarms		£ 500.00	£ 150.94	£ 349.06	30.19%	
Friends Fundraising		£ 82.79	-£ 82.79		Internal Maintenance		£ 13,000.00	£ 3,388.98	£ 9,611.02	26.07%	
					External Maintenance		£ 42,000.00	£ 9.49	£ 41,990.51	0.02%	
					Miscellaneous		£ 2,800.00	£ 363.04	£ 2,436.96	12.97%	
					Licences		£ 2,300.00	£ 335.18	£ 1,964.82	14.57%	
					IT		£ 1,000.00	£ 333.40	£ 666.60	33.34%	
					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	£ 1,135.00	-£ 135.00		
					Salaries (Admin)		£ 44,664.00	£ 9,937.94	£ 34,726.06	22.25%	
					Salaries (Janitorial)		£ 95,136.00	£ 20,094.19	£ 75,041.81	21.12%	
					Friend's Purchases	£ 1,949.00	£ 82.79	£ -	£ 2,031.79		
TOTAL INCOME	£ 155,534.96	£ 30,216.01	£ 125,318.95	19.43%	TOTAL EXPENDITURE	£ 43,621.00	£ 253,800.00	£ 50,830.42	£ 227,154.87	20.03%	

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	£ 187.51	£ 812.49	18.75%
Electricity		£ 500.00	£ 46.97	£ 453.03	9.39%
Miscellaneous		£ 300.00	£ 8.70	£ 291.30	2.90%
Grass Cutting		£ 700.00	£ -	£ 700.00	0.00%
Skate Park Maintenance		£ 1,000.00	£ -	£ 1,000.00	0.00%
Staffing Costs		£ 4,000.00	£ 955.01	£ 3,044.99	23.88%
TOTAL EXPENDITURE	£ 4,402.00	£ 7,550.00	£ 1,198.19	£ 10,753.81	15.87%



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Report 2654

LEIGH COMMUNITY CENTRE - SCHEME OF DELEGATION

The Scheme below is presently in existence (CFC 5th April 2016, amended by Report 2654). Following the recent staffing restructure it is **RECOMMENDED** that the Committee apply the amendments indicated, with **RECOMMENDATION TO P&R to amend the Procurement & Implementation Protocol**.

Staff – Janitorial	hiring appraisals deployment hours of work training temporary staff/overtime	TC & FM/SC TC & FM/SC FM-SC FM-SC TC & FM & SC TC & ARFO
Building	maintenance/repair in line with FR for any one occurrence use of space	FM & TC FM/SC & CCA-BAA
Health & Safety	implementation	FM
Utilities	contracts and services in line with FR for any one occurrence	FM & ARFO
Hiring	day-to-day, events applying room rates and other charges	CCA-BAA CCA & TC BAA/APO
Business Development	implementation	CCA-BAA & APO
Equipment	purchase, replacement or repair in line with FR for any one occurrence	FM & ARFO
'Friends' donations	usage policy	CCA-BAA
Marketing	placing routine adverts initial web site design web site maintenance proactive press releases	CCA-MO CCA CCA-MO CCA-MO
Volunteers	Training CRB checks Deployment Safety hours	TC-EPO TC-EPO TC-EPO TC-EPO TC-EPO
Budget	preparing in conjunction with the Chairman spending in conjunction with the Town Clerk in line with FR	TC, FM & CCA & ARFO FM & CCA-ARFO

TC – Town Clerk

FM – Facilities Manager

CCA – Community Centre Administrator

SC – Senior Caretaker

ARFO – Assistant Responsible Finance Officer

BAA – Bookings/Administrative Assistant

APO – Assistant Proper Officer

MO – Marketing Officer

EPO – Events & Projects Officer

FR – Financial Regulations