



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 February 2018** at Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at **7.30 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 5TH DECEMBER 2017
5. LCC COMMITTEE MEETING 10TH JANUARY 2018 ([Appendix 1](#)) page 5 - **DECISION ITEM**

The minutes of the meeting 10th January are presented with a **RECOMMENDATION to CFC**.

Should the Committee wish to proceed with the recommendation then whilst the Committee have the funds available, the **RECOMMENDATION** is to vire from the Earmarked Reserve CC Refurbishment & Equipment to P&R Professional advice as the survey relates to a potential Council project of a Council asset and does not relate to the running of Leigh Community Centre.

6. REPAIRS AND MAINTENANCE ([Appendix 2](#)) page 6 - **DECISION ITEM**

A motion is presented by Cllrs C Mulrone and Owen for the Committee to consider.

7. PUBLIC REPRESENTATIONS
8. TOWN CLERK'S REPORT ([Appendix 3](#)) page 7

COMMUNITY FACILITIES

9. STRAND WHARF

The Traffic Regulation Order is now in place and administration is being undertaken to complete the lease as soon as possible.

10. SKATE PARK ([Appendix 4](#)) page 8- **DECISION ITEM**

Minutes of the Leisure Development Sub-Committee are presented and include a **RECOMMENDATION to CFC**.

COMMUNITY CENTRE**11. ARTS GROUP REPORT BY CLLR ROSIER**

Leigh Art Trail have settled in well to their residency and have put together two lovely exhibitions so far. There was a most enjoyable launch event on 12th January 2018. Exhibitions are already planned for the rest of the residency with workshops being planned to go alongside the exhibitions. There are no meetings planned for the Art Group in the near future. A review meeting took place with the Artist in Residence 28th November and the sixth month review is due May. The second phase of the hanging rail system needs to be installed and the Facilities Manager has been reminded.

12. REPORT ON ADMINISTRATION – 2667/HM ([Appendix 5](#)) page 10**13. FACILITIES REPORT - DECISION ITEM**

Pigeon issue – The Facilities Manager and Town Clerk had put this matter on hold as the plan was for the issue to be addressed and incorporated into a repair programme. In view of the fact that a Council decision has been delayed this situation has now become untenable and needs to be attended to urgently.

Two quotes had previously been received and it is therefore **RECOMMENDED** that a budget of £2,500 is set from the LCC External Maintenance budget for a full clean and solution to the problem and that the Facilities Manager in consultation with the Town Clerk and Chairman of the Committee undertake this matter with appropriate contractors following up dated quotes.

14. LORNA & LOTTIE'S REPORT

Whilst October and November figures were very healthy, a lower surplus has been made this quarter due to the Christmas closure. That said the contribution from the café in 2017 has been £2,176.91 and covers the costs of utilities provided.

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Turnover	£17,676	£18,514	£13,601	£18,647.56
Salaries	£9,539	£10,800	£9,913	£11,993.98
Quarterly surplus	£2,070	£2,017	(£358)	£267.82
Licence fee to LTC	£1,035	£1,008	0.00	£133.91

15. CAFÉ LICENCE - DECISION ITEM

In accordance with Minute 15 - 6th June 2017, the Town Clerk, Chairman and Vice Chairman of CFC have undertaken a full review of the terms of the licence and service agreement, seeking legal advice with regard to the documentation and in consultation with the present Licensee.

All the documentation has been revised by Solicitors to reflect the working arrangement between the Council and the Licensee and to strengthen the legality of it. The financial arrangement has been better specified with regard to financial reporting and the exact meaning of the Licence Fee.

The Licence is now due to be renewed in February 2018 and it is **RECOMMENDED** that the Committee authorise the Town Clerk to undertake this following the annual review meeting with the Licensee and Chairman of the Committee present.

FINANCIAL

16. COMMITTEE BUDGET REPORT ([Appendix 6](#)) page 12

The Committee may like to note that income this time last year in the Committee Budget report was £84,940, therefore there has been an increase of income to date of 7.2%. Expenditure this time last year was running at 64.11% of budget. The decrease to date of 8.22% is due to a complete review of various existing expenditure and staff awareness of 'good housekeeping'.

17. TO CONSIDER ANY UNDERSPENDS IN 2017/18 BUDGET THAT THE COMMITTEE WISH TO EARMARK AS A RESERVE – **DECISION ITEM**

It is **RECOMMENDED** that the Committee **recommend to P&R Committee** the following movements to Earmarked Reserves at the year-end:

CFC	Proposed increase/creation	2017/18 Closing balance
Skate Park (£4402.25)	£500	£4,902.25
CFC other (£1331.03)	£500	£1,831.03
CC General (£14094.88)	£4,000	£18,094.88
CC Refurb & Equip (£22576.68)	£47,000*	£69,576.68
Paddling Pool (1659.70)	£500	£2,159.70
Strand Wharf Planters (3634.72)	(£593.05)	£3,041.67

*If Agenda item 16 budget expenditure is resolved

18. COMMUNITY CENTRE MEDIUM TERM FINANCIAL PLAN

At the recent Council meeting, a query was raised in relation to the medium term forecasted expenditure of the Community Centre from years 2019/20.

The Town Clerk would like to confirm that at P&R Committee 29th November 2016, Cllr Herbert made the recommendation for the LCC External Maintenance Budget to increase by £25,000 in the 2017/18 budget. The minutes show that this was not seconded but that an alternative proposal made was resolved as follows (minute 67) in relation to the Council Budget 2017/18:

'that the LCC External Maintenance Budget be increased by £25,000 over two years. This year increase the LCC External Maintenance Budget by £14,000 to £42,000, the Volunteer Budget be reduced by £10,000 and the Intern Budget be reduced by £4,000.'

This resolution is reflected in this year's budget and the 2018/19 budget. No proposal was made either then or subsequently to increase the budget permanently by this amount. The budget is reviewed on an annual basis and therefore in presenting the medium term financial plan the Town Clerk included a figure of £20,000 per annum for an ongoing repair programme from 2019/20 as it would not be appropriate to pre-empt future years' requirements until Council actually resolve a programme of repair and refurbishment.

EXPENDITURE	2017/18	2018/19	2019/20	2020/21	2021/22
LCC Expenditure	£ 114,000.00	£ 114,200.00	£ 90,000.00	£ 95,000.00	£ 100,000.00
LCC Staffing	£ 139,800.00	£ 135,865.00	£ 139,500.00	£ 144,000.00	£ 148,000.00

The increased staffing costs are due to incremental annual pay rises, an increase in employers' pension contributions and a prediction of the cost of living rise. Since 2012 the previous Town Clerk calculated the LCC staffing costs specific to the time spent by staff (including himself) on LCC matters. The present Town Clerk wishes to reassure the Committee that she has not changed the way staffing costs are allocated but just continued

the process to provide a correct reflection of staff costs in relation to all Council services. Like the previous Town Clerk the allocation of staff to LCC matters is reviewed on an annual basis. That said, from 2018/19 the time of the Town Clerk is no longer allocated to various Council services but shown specific to the Council as a whole as the role is necessary for governance of Council no matter what services it provides.

19. DEBTOR POLICY FOR LEIGH COMMUNITY CENTRE ([Appendix 7](#)) page 15 – **DECISION ITEM**

It is **RECOMMENDED** that the Committee adopt this policy which it is able to do under its Terms of Reference.



Helen Symmons
Town Clerk
1st February 2018

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



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MINUTES OF THE MEETING OF THE LCC SUB-COMMITTEE
HELD AT 4.00 PM ON WEDNESDAY 10TH JANUARY 2018
AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Carole Mulroney (Chairman), Valerie Morgan, Declan Mulroney, Vivien Rosier and Jane Ward

Also in attendance: Helen Symmons (Town Clerk)

The meeting opened at 4.00 pm

8. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the meeting and made the appropriate housekeeping announcement.

9. APOLOGIES FOR ABSENCE

Cllr Richard Herbert.

10. DECLARATION OF MEMBERS' INTERESTS

Cllr C Mulroney declared a non-pecuniary interest as a Cllr for Southend Borough Council who are the landlords of Leigh Community Centre.

11. TO APPROVE THE MINUTES OF THE MEETING 18TH JULY 2017

The minutes were agreed and signed by the Chairman

12. CFC PDG – LCC REFURBISHMENT AND REPAIR

Report 2671/HS was **NOTED**.

The Sub-Committee **RESOLVED to recommend to CFC** the PDG recommendation in that they continue with the Johnson Gillies design as the preferred option and that a measured survey be undertaken to enable the next stage to be considered.

The Sub-Committee **RESOLVED to recommend to CFC** that Johnson Gillies instruct the company with the quote for £3,110 + VAT to undertake the measured survey. The Committee noted that this was a local company.

The meeting closed at 4.04 pm



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REPAIRS AND MAINTENANCE (Report by the Chairman)

The Facilities Manager will make a presentation at the meeting relating to the condition of the roof and consequential repair and maintenance requirements.

It is disappointing that this process has been delayed by two months despite the majority of the CFC Committee recognising the building repair issues are urgent and in principle liking the refurbishment design.

This report is submitted knowing that the Council are obligated to carry out the dilapidation repairs under the terms of the lease whether the refurbishment goes ahead or not. However, at this stage we will need to bear in mind the cost efficiency of not compromising any such repairs should a refurbishment programme proceed in due course.

Guidance figures have been given by Johnson Gillies to enable the formulation of a budget for the repair works over time and whilst these might be updated from the measured survey (if resolved to proceed) and other matters, the Town Clerk will provide financial information showing the current potential funding for this repair work to be achieved as some elements are now becoming urgent.

It is important that the budget for the repair works is ringfenced (as was the case with Strand Wharf) to ensure good management and accountability and that advice is sought from the Council's VAT consultant on the implications for VAT.

The measured survey (if approved under item 5) will indicate the viability of the refurbishment project. Under Financial Regulation 4.6 no expenditure can be authorised to any capital project unless the Council is satisfied that the necessary funds are available and if appropriate, the requisite borrowing approval has been obtained.

MOTION PROPOSED BY THE CHAIRMAN, CLLR C MULRONEY AND SECONDED BY THE VICE CHAIRMAN, CLLR R OWEN

- a. That, due to the timetabling of meetings and the need to proceed with the repairs, a budget be agreed and recommended directly to Council under Standing Order 10c for the repair project to proceed.
- b. For the same reason, the report on the measured survey also be reported directly to Council under Standing Order 10c with a view to a decision being made as to the prosecution of any refurbishment.
- c. That advice be sought on the VAT implications for the project.

TOWN CLERK'S REPORT - COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2017/18

Committee	Minute No. and Subject	Completion Status	Completion	Outcome	Forward Action	RO
CFC 06-06-17	15. Lorna & Lottie's	RESOLVED to review licence & service agreement	15-12-17	Reviewed and amended in consultation with Solicitors. Licensee is accepting of new documentation.	Licence to be renewed February 2018. Added to Agenda. NFA under this minute	
CFC 01-08-17	25. LD Sub-Committee minutes	RESOLVED to investigate cost & legality of concrete skate park floor in additional area & community project re ramps		Principles from a landlord perspective seem acceptable subject to applicable statutory consents being obtained. Other investigations have taken place and LD Sub-Committee meeting 25 th January 2018	Added to Agenda NFA under this minute	
05-12-17	59. Action Plan	RESOLVED presented reviewed plan for recommendation to P&R	05-12-17		Add to P&R Agenda March 2018	TC
05-12-17	60. Strand Wharf	RESOLVED to proceed with flag pole quote £495 + VAT	04-01-18	Now repaired	NFA	
05-12-17	70. Outstanding Debtor	RESOLVED to proceed with first stages of Money Claim Online	02-01-18	On line claim process initiated	ARFO will monitor and report back accordingly	



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MINUTES OF THE MEETING OF THE LEISURE DEVELOPMENT SUB-COMMITTEE
HELD AT 7.30PM ON THURSDAY 25th JANUARY 2018
AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Ron Owen (Chairman), Valerie Morgan, Caroline Parker, and co-opted member David Watson.

Also in attendance: Emily Dean (Events & Projects Officer) and Graham Davison (Facilities Manager)

The meeting opened at 7.40 p.m.

1. CHAIRMAN'S OPENING REMARKS AND HOUSEKEEPING ANNOUNCEMENTS

The Chairman welcomed members and made the appropriate housekeeping announcements.

2. APOLOGIES FOR ABSENCE

Cllr Jane Ward and co-opted members, Steve Hodder and Peter Horrocks.

3. DECLARATIONS OF MEMBERS' INTERESTS

None.

4. APPROVAL OF MINUTES OF THE MEETING ON 31ST JULY 2017

The minutes of the meeting on 31st July 2017 were **AGREED** and signed by the Chairman as a true and accurate record.

5. ANNUAL INSPECTION

The Sub-Committee **NOTED** that the Facilities Manager had reviewed the annual inspection report and has ongoing remedial works.

6. SKATE PARK EXTENSION

The Sub-Committee **NOTED** that agreement in principle has been obtained from Southend Borough Council subject to statutory permissions and regulations being met.

7. SPORTS ENGLAND

The Sub-Committee **NOTED** a funding application has been submitted by the Events & Projects Officers in the first instance to establish eligibility and an initial decision is expected in March.

8. Report 2672 – APPENDIX 1

The Sub-Committee **NOTED** the report.

9. Report 2673 – APPENDIX 2 PRESENTED BY THE FACILITIES MANAGER

Following an extensive discussion, the Sub-Committee **RESOLVED TO RECOMMEND TO CFC** that 200mm concrete works be the preferred option and a budget be requested of £30,000.

Should we be unsuccessful in obtaining a grant, this can be funded in part by the existing skate park earmarked reserve and remaining maintenance budget for 2017/18 and 2018/19 with a request submitted to Council for the residual budget to be funded from the capital fund.

10. Report 2674 – APPENDIX 3 PRESENTED BY THE EVENTS & PROJECTS OFFICER

The Sub-Committee **NOTED** the report and suggested to co-opted members as a useful resource for the Community Funded Project.

The meeting closed at 8.20 p.m.



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REPORT 2667/HM

REPORT FROM BOOKINGS/ADMINISTRATIVE ASSISTANT

Looking at the latter part of last year from the beginning of August 2017 until the end of December 2017, we received **100** one-off bookings over the course of the **140** days that the centre was open.

Since the start of 2018 we have already received **30** requests for one-off bookings throughout the year.

We have seen an increase in the number of bookings we have received for this period compared to last year.

01/01/2017 – 22/01/2017 – 304 bookings, total income £5757.45
01/01/2018 – 22/01/2018 – 328 bookings, total income £7079.75

Therefore, in the first 20 days that the centre has been open since the start of 2018 we have had 24 more bookings than last year and this has resulted in an extra £1322.30 income, compared to the same period in 2017.

We have had new regular hirers come on board such as *The Feel Good Choir* who meet on a weekly basis on a Friday afternoon and after just 2 sessions are asking for a bigger space as this has garnered a lot of interest. We also have regular health and wellbeing evening events booked in on a monthly basis across 2 rooms.

I have noticed a trend where returning hirers are coming back to us for block bookings for workshops, such as *Dimensions to Healing*, *6 week Body Boost* and a Mindfulness Meditation course. I have also had requests from existing hirers *Basking babies*, *Best for Training* and *Krav Maga Self Defence* for extra sessions here.

We have monthly tribute act band nights booked in throughout the year. The first one took place on 20th January with over 200 people in attendance. The hirer is working in conjunction with the bar provider and has an established following already as he used to organise the “Fake Festival” at Garons Park.

Already in 2018, I have received **8** enquiries about weddings here at the centre, 1 of these has come to fruition as a confirmed reception booking. This is a significant improvement from last year where there were only 4 enquiries between January and July 2017, with no confirmed bookings. Unfortunately the state of the building on show rounds is making it more difficult to promote the space, especially the flat roof area which is the first area to be seen as you ascend the stairs. This has been brought to the attention of the Town Clerk.

One of the busiest fayres that Leigh saw last year was the Leigh Pop-Up Designer Fayre, which took place here last November. The organiser has been in touch to book the Lower Hall and Room 1 again for another event in April. They have already begun advertising the event therefore I’m sure it will prove to be just as popular this time around.

What is proving to be important from all the events like the fayres, childrens’ holiday programme and now the band nights is that we are still not widely known and these are a great marketing tool as we are seeing many one off events e.g. birthday parties being booked because of the reach to the wider audience.

Our new receptionist now works Thursdays and Fridays and she will also be helping me with bookings here at the centre. This will prove invaluable as the volume of work continues to increase. Recently we received a training visit from *Edge*, the company that run our computerised booking system. I am working with them to improve the efficiency of the system and iron out any problems with it. They are also in the process of developing an on-line booking system, which will allow potential hirers to view room availability on our website. This will put more power into the hands of the hirers and reduce the amount of legwork I have to undertake trying to find suitable availability for everybody. There is still a lot of work to be done before this can be launched but I feel this new style of working will bring us in line with other centres and help push us forward.

[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	£ 91,059.17	£ 33,940.83	72.85%	LCC Expenditure	£ 43,621.00	£ 114,000.00	£ 45,669.31	£ 111,951.69	40.06%
LTC Premises Contribution	£ 27,000.00	£ 13,500.00	£ 13,500.00	50.00%	LCC Staffing		£ 139,800.00	£ 96,189.17	£ 43,610.83	68.80%
Other Income*	£ 4,366.22	£ 6,178.82	-£ 1,812.60	141.51%	Highways Expenditure	£ 1,331.00	£ 5,300.00	£ 300.00	£ 6,331.00	5.66%
Highways Income	£ 300.00	£ 300.00	£ -		Strand Wharf Expenditure		£ 1,300.00	£ 925.14	£ 374.86	71.16%
Strand Wharf		£ -			Skate Park Expenditure	£ 4,402.00	£ 3,550.00	£ 1,386.57	£ 6,565.43	39.06%
LCC Fundraising		£ 183.94			Skate Park Staffing		£ 4,000.00	£ 2,864.89	£ 1,135.11	71.62%
					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	£ 156,666.22	£ 111,221.93	£ 45,628.23	70.99%	Total Expenditure	£ 53,289.70	£ 268,450.00	£ 150,215.08	£ 171,524.62	46.69%

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		£ 184.35	£ 815.65	18.44%
Electricity		£ 150.00		£ 147.74	£ 2.26	98.49%
Memorial Plaques/Planters	3634.72	£ 100.00	£ -	£ 593.05	-£ 493.05	15.88%
TOTAL EXPENDITURE	£ 3,634.72	£ 1,300.00	£ -	£ 925.14	£ 374.86	71.16%

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	£ 91,059.17	£ 33,940.83	72.85%	Insurance		£ 2,800.00	£ 2,827.35	-£ 27.35	100.98%	
LTC Building Contribution	£ 27,000.00	£ 13,500.00	£ 13,500.00	50.00%	Business Rates		£ 8,000.00	£ 7,689.00	£ 311.00	96.11%	
			£ -		Utilities		£ 20,300.00	£ 9,444.29	£ 10,855.71	46.52%	
LTC Events Hire	£ 300.00	£ -	£ 300.00	0.00%	Catering		£ 700.00	£ 1,066.22	-£ 366.22	152.32%	
Events at LCC	£ 1,500.00	£ 5,112.60	-£ 3,612.60	340.84%	Infrastructure Costs + F&F (Capital)	£ 22,577.00	£ 5,000.00	£ 5,346.47	£ 22,230.53	106.93%	
Coffee Machine Recovery	£ 1,066.22	£ 1,066.22	£ -	100.00%	Professional Fees	£ 5,000.00	£ 2,000.00	£ 5,735.52	£ 1,264.48	286.78%	
Other Income	£ 1,500.00	£ -	£ 1,500.00	0.00%	Cleaning & Waste / H&S		£ 7,000.00	£ 5,432.66	£ 1,567.34	77.61%	
			£ -		Advertising & Website		£ 3,100.00	£ -	£ 3,100.00	0.00%	
Grants Received		£ -	£ -		Security & Alarms		£ 500.00	£ 380.15	£ 119.85	76.03%	
Friends Fundraising		£ 183.94	-£ 183.94		Internal Maintenance		£ 13,000.00	£ 3,867.72	£ 9,132.28	29.75%	
					External Maintenance		£ 42,000.00	£ 259.49	£ 41,740.51	0.62%	
					Miscellaneous		£ 2,800.00	£ 1,270.96	£ 1,529.04	45.39%	
					Licences		£ 2,300.00	£ 1,649.20	£ 650.80	71.70%	
					IT		£ 1,000.00	£ 485.92	£ 514.08	48.59%	
					Janitorial Costs (Uniforms Etc)		£ 500.00	£ 483.41	£ 16.59	96.68%	
					Contingencies		£ 2,000.00		£ 2,000.00	0.00%	
					Events at LCC		£ 1,000.00	£ 3,122.66	-£ 2,122.66	312.27%	
					Salaries (Admin)		£ 44,664.00	£ 33,083.48	£ 11,580.52	74.07%	
					Salaries (Janitorial)		£ 95,136.00	£ 63,105.69	£ 32,030.31	66.33%	
					Friend's Purchases	£ 1,949.00	£ 183.94	£ -	£ 2,132.94		
TOTAL INCOME	£ 156,366.22	£ 110,737.99	£ 45,628.23	70.82%	TOTAL EXPENDITURE	£ 43,621.00	£ 253,800.00	£ 141,858.48	£ 136,126.81	55.89%	

COMMUNITY FACILITIES		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	£ 300.00	£ 300.00	
Staff Costs		£ -			£ -	
TOTAL EXPENDITURE	£ 1,331.00	£ 5,300.00	£ 300.00	£ 300.00	£ 6,631.00	4.52%

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	£ -	100.00%
Cleaning		£ 1,000.00	£ 615.85	£ 384.15	61.59%
Electricity		£ 500.00	£ 127.57	£ 372.43	25.51%
Miscellaneous		£ 300.00	£ 143.15	£ 156.85	47.72%
Grass Cutting		£ 700.00	£ 450.00	£ 250.00	64.29%
Skate Park Maintenance		£ 1,000.00	£ -	£ 1,000.00	0.00%
Staffing Costs		£ 4,000.00	£ 2,864.89	£ 1,135.11	71.62%
TOTAL EXPENDITURE	£ 4,402.00	£ 7,550.00	£ 4,251.46	£ 7,700.54	56.31%

[Agenda](#)

Debtor Policy - Leigh Community Centre

1. Invoicing

Regular hirers

- Will be invoiced monthly in advance on the 18th of the month. All invoices will be sent out and dated the 18th.
- All invoices will state clearly that payment should be made within 14 days of the invoice date.
- All invoices will be sent by post as stated on the T&C form.
- **New Regular hirers** will be asked to pay their initial invoice in full prior to commencing their bookings.

One off events

- As soon as a booking is confirmed by the return of a signed T&C form, an invoice will be produced.
- It will clearly state that the balance of the invoice must be cleared 21 days before the event.
- If a booking is made within 21 days of the event, full payment will be taken at the time of booking. An invoice will be produced and marked as paid, to provide a receipt for the Hirer.
- Bookings Administrator will chase to ensure payment is received before the event. In the rare event that no payment is received, the booking will be cancelled.

2. Initial reminder

- No later than two weeks after the due date a reminder will be sent to the debtor. This will be in the form of a statement, a copy of the original invoice, a letter or an email.
- Copies of all correspondence will be kept in a debtors file.
- This informal process may be repeated by Admin staff if thought to be appropriate.

3. Reminder letter

- Six weeks after the due date a formal reminder letter will be sent, signed by the ARFO.
- Copies will be kept in a debtors file.

4. Letter from Town Clerk

- If no response is received from the reminders, the debt will be referred to the Town Clerk who will write to the debtor. This will be done eight weeks after the due date. This letter will advise that should the Town Council not hear from the debtor within the timescale stated in the letter, the matter will be passed to debt recovery which may result in legal action.

5. Notice of Intention

- If no response is received to the Town Clerks' letter, a notice of intention will be issued advising the debtor that the matter is being referred to Council and will be referred to legal advisors for further action.

6. Legal Action

- If a debtor does not respond to any of the steps above then the Council should consider each debt and the most cost effective course of legal action, eg small claims court etc. This will be done at the next available Community Facilities Committee Meeting, with a short report on each debt outlining the amount, the background to the debt, and the recommendations of the TC & ARFO.

7. Bad Debts

- The Committee must also consider whether a debt should be written off. The decision must be made based on the value of the outstanding debt and any other background information. Authority to write off a debt must be obtained from the Council.
- Non-recoverable debts are submitted to Community Facilities Committee for write-off recommendation to Council. A short report on each debt is required outlining the amount, the background to the debt, and the recovery action taken.