



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 Jill Healey
Vice Chairman: Cllr Vivien Rosier
Town Clerk: Helen Symmons PSLCC

Members are requested to attend a meeting of the
COMMUNITY & CULTURE COMMITTEE of Leigh-on-Sea Town Council
on **Tuesday 17th December** at Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea
commencing at **7.30 pm**.

Committee Membership

Cllrs: Keith Evans, Anita Forde (Chairman), Alan Hart, Jill Healey, Carole Mulroney, Caroline Parker,
Vivien Rosier, Mike Wells and Andy Wilkins

AGENDA

1. CHAIRMAN'S ANNOUNCEMENTS INCLUDING HOUSEKEEPING
2. APOLOGIES FOR ABSENCE
3. DECLARATIONS OF MEMBERS' INTERESTS
4. TO APPROVE MINUTES OF THE COMMUNITY & CULTURE COMMITTEE 8TH OCTOBER 2019
5. PUBLIC REPRESENTATIONS

A member of the community transport group recently passed on her thanks for the lovely trip to see Cinderella and to quote said 'if it wasn't for the Council I wouldn't get out'. She loved the show and the costumes and found everyone very kind and helpful.

6. TOWN CLERK'S REPORT ([Appendix 1](#)) Page 6

LEIGH COMMUNITY CENTRE

7. FACILITIES REPORT **DECISION ITEM**

Refurbishment Programme:

Leigh Town Council took on a full repairing lease of the Community Centre in 2016. This was an extension of the original 5 year lease with the knowledge of a conditions survey report in 2014 that highlighted over £300,000 of work that was required to be undertaken. A further conditions survey in 2017 indicated that a repairs and refurbishment programme was required over the full life of the lease in excess of £400,000. After much discussion at many Council meetings, the initial phase of the refurbishment programme finally got underway in September 2018 with extensive roof repairs and has continued internally since. The next phase of refurbishment is linked to Phase 2 of the remodel programme. However two other factors have come to light recently in connection with the remodel survey and a fire risk survey, namely the basement requires replacement beams and the external emergency staircase needs replacing. These items require urgent attention and indicative prices sought mean a budget of £25,000 is required. The basement work can be included in the remodel works commencing January and this has contained the cost.

These are unexpected items as can happen and therefore not included in any of the original Phase 1 or Phase 2 refurbishment budgets. The budget of £25,000 included in the annual budget 2020/21 (agreed in principle) is for the start of the Phase 2 refurbishments.

These new items must be attended to and therefore it is **RECOMMENDED (with recommendation to Council)** that the annual budget approved in principal for 2020/21 is increased by £25,000 to include the basement and external staircase in the repair programme for immediate attention under the Refurbishment budget i.e. this budget to be £50,000.

The tax base figure is still awaited from Southend Borough Council so no precept figure has been agreed as yet. This is something that Council will be considering at its meeting in January 2020.

Remodel Programme:

Phase 2 works commence 2nd January with the alterations to the ground floor toilets being the first section. The main entrance, room 1 and foyer area will then have repairs and refurbishment before the extension to the café commences, followed by external repairs and decoration to the rear of the building. The remodel programme will complete the repair works for years 1-3 identified in the 2017 conditions survey and will also address some years 3-5 works.

Other LCC matters

The caretaking team will also be commencing a decoration programme of all the rooms over the next 12 months.

8. BOOKINGS REPORT

Hirers are being advised of the Phase 2 remodel works as there will be some disruption immediately in the New Year. However every attempt will be made to limit the disruption to a minimum.

9. LORNA & LOTTIE'S REPORT

| | 1 st Quarter | 2 nd Quarter | 3 rd Quarter | 4 th Quarter |
|--------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Turnover | £19,419 | £18,543 | £16,257.45 | |
| Operating Costs | £16,951 | £17,527 | £15,880.40 | |
| Quarterly surplus | £2,468 | £1,016 | £377.05 | |
| Licence fee to LTD | £1,234 | £508 | £13.92 | |

10. ARTS GROUP REPORT (Appendix 2) page 7 **DECISION ITEM**

ALLOTMENTS

11. PETITION RECEIVED FROM MDAS ([Appendix 3](#)) Page 8 **DECISION ITEM**

COMMUNITY FACILITIES

12. SKATE PARK **DECISION ITEM**

A grant application has been submitted to Enover. No further quotations have been received by the community group.

Following vandalism at the skate park which was believed to have been occurring in the evenings, the lighting at the park is now turned off from 5 p.m. The Town Council can make an application to Southend Borough Council for a mobile CCTV camera to be deployed for a period of time. This would be at a cost of £350 to install and then £50 per week for download and monitoring. No further incidents of vandalism have occurred since the lights have been turned off at night but a complaint has been received that it means the park is not accessible to children after school. In view of the wintry weather over the next few months, the Town Clerk will monitor the situation and intends to

consider the deployment of a camera in due course for a one month period when the lighting is turned back on.

A request has been received from a not for profit community interest company under the trading name of Four Wheel Plank Club CIC to use the skate park to offer group skateboard lessons for all ages during 9 am to 1 pm at the weekends in fairer weather months (May – September). They would also offer private lessons at varying times during the week. Reference was made to Southend Borough Council who provided guidance and all relevant documentation has been seen from the CIC. The coach is a skateboard England qualified one, has been a frequent user of the skatepark for nearly 30 years and according to him has built up a well respected rapport with the local skateboard community and mutual respect has been earned from most users of the park. In addition they believe that using the skate park whilst other users are present is beneficial for gaining confidence and teaching spatial awareness and etiquette whilst developing social interaction and relationships with like minded people. They would charge for lessons.

Prior to presenting this to the Committee, the Town Clerk advised that if approved the Council would require a signed terms & conditions document and would be recommending a usage fee, which was accepted. It is believed that the facility could be added to the existing booking system for the community centre as it would need to be known when the lessons were taking place. The arrangement would be covered by the insurance of the coach taking the session which is £10 million PLI.

It is **RECOMMENDED** that the Committee approve the arrangement with consideration of a usage fee per booking to start of £7 + VAT per hour. The usage fee is subject to VAT as exclusive use of the facility is not an option. The income would be attributed to the Skate Park budget to offset costs.

13. STRAND WHARF

It is hoped that the defibrillator for the Old Town will be sited on the Wharf although the Planning Authority have to give approval for this.

HEALTH & WELLBEING PROGRAMMES

14. COUNCIL EVENTS **DECISION ITEM**

Leigh Lights

A debrief meeting is being arranged for early January. On the whole the feedback to the event has been hugely positive, especially for the new stage feature. Behind the scenes however there were several incidents with drivers ignoring or trying to ignore the legal road closure order and this caused issues for key personnel on the night.

Carols on Strand Wharf

Revisions to the number of Carols was made. Zurich Insurance kindly donated 50 keyring torches for the event. At the time of writing the agenda, the event is to take place imminently and therefore a verbal report will be provided at the meeting.

Events Program 2020

It is **RECOMMENDED** that an Events PDG be held in January to arrange the events program for 2020.

15. COUNCIL EVENTS AT LEIGH COMMUNITY CENTRE – REPORT BY MARKETING AND PROFILE OFFICER

Children's holiday programme

Two events were run at October Half Term with all but one of the sessions sold out. Due to building works commencing in January, it is not clear at this stage whether February half term events will be possible.

Pre-Parade fun

The Community Centre was once again very busy at the Pre-Parade Fun which was part of the Leigh Lights event. Princess Gatherings also ran a Santa's Grotto with Anna and Elsa from 3pm –

6pm upstairs which was very busy. All the stalls were very busy throughout the event, and most families seemed very happy. This year we didn't have any live entertainment – such as a puppet show – but it worked better and made it a little less chaotic. Looking forward it may be prudent to also start the event a little earlier as we had a lot of pre-school children arriving from 3pm for the grotto and wanted to start the activities before 4pm.

Winter Fayre

55 stalls opened to the public on 7th December from 11 am to 4 pm plus Friends of Leigh Library Gardens were holding a consultation and there was a charity room set aside solely for charity stalls. Boomerang Bags handed out free, reuseable shopping bags, music was provided throughout the day in the foyer and there was even a pop-up ceramic painting studio. The event coincided with Small Business Saturday and seemed to be well supported.

16. FARMERS MARKET – REPORT BY ASSISTANT TOWN CLERK

The Christmas Farmers' Market is now fully booked with 24 stalls attending. These are all food produce stalls with the exception of 1 craft stall attending, which will sell Christmas cards. The 2020 dates have been set and leaflets printed ready for distribution at the Christmas market. 2020 dates are:

17th January, 21st February, 20th March, 17th April, 15th May, 19th June, 17th July, 21st August, 18th September, 16th October, 20th November and 19th December.

This is the first time a January market will be held and we have done so due to the requests from stall holders and members of the public. We hope it will be well supported. The Forward Motion team from Southend Borough Council have expressed an interest in attending the 2020 markets with their mobile cycle hub to the front of the building.

17. COMMUNITY TRANSPORT – REPORT BY MARKETING AND PROFILE OFFICER

The latest series of trips have been very well received by members - a driving tour of Old Leigh, a talk at Belfairs Woodland Centre, a trip to see Cinderella at the Palace theatre, shopping at Summerhill Garden Centre, and Christmas lunch at the Sarah Moore.

We have been using the Age Concern Minibus with our own driver and although they are more expensive than our previous provider, they can provide volunteer drivers if necessary, they are more local and there are no additional mileage charges. Age Concern have advised us though that due to recent vehicle incidents with external drivers, insurance must now be provided for those using the mini bus with their own drivers. However they are yet to clarify what type of insurance they require and who needs to hold it. We can continue to use their minibuses with their own volunteer driver but currently they only have one person available to drive the minibus. To cover all bases, we will look into alternative mini bus providers so we have a few more options for the New Year should Age Concern not be available.

There are no trips currently planned for 2020, we tend to leave January and February clear as the weather can be too cold and icy. We will put together a full schedule of events for the Spring. If Councillors have any trip suggestions please pass these on to the M&PO.

Over 60's Social Club

The club now has a core group of members that come each month, with a few new faces each time. They have all enjoyed the recent activities which includeD a gardening demonstration, arts and crafts and a Christmas party. Going forward to 2020 we have now altered the time to 2pm – 3.30pm, making the session later in the day and shorter than before. However, it will now also run twice a month on the 1st and 3rd Wednesdays. All Community Transport members have been informed of the time change by post. We will also do a press release about this in the New Year with details of all scheduled activities.

18. YOUTH GROUP REPORT

A verbal report will be provided at the meeting.

ENVIRONMENT FACILITIES & SERVICES

19. FRIENDS OF LEIGH LIBRARY GARDENS GROUP REPORT

The group is most grateful to the Town Council for the Grant Aid Award and have reported that a very successful community engagement event was held at the Winter Fayre. Several potential new volunteers signed up and there was good feedback with ideas for the future. Now a constituted small charity, appropriate administration is now in place. Dates for volunteering sessions have been set for 2020 and will appear on the Friends facebook page. Work in the gardens is progressing and the group looks set to go from strength to strength independently. Naturally Leigh Town Council will remain supportive but the Strategic action plan point can be considered fulfilled as the campaign has brought about the independent group.

COMMUNITY PARTNERSHIP PROGRAMMES

20. SPECIAL CONSTABLES

Two volunteers have passed their assessment and have been set training dates to commence in the New Year

COMMUNITY SERVICES FUNDING

21. FIRST AID POST

Nothing further has been heard regarding the rebuild plans although the Town Clerk is aware that it will not be possible to relocate the First Aid Post to the ground floor due to an ongoing commercial lease.

FINANCE

22. COMMITTEE BUDGET REPORT 2019/20 ([Appendix 4](#)) Page 13-15

There is presently a water rate deficit at the allotments as it was discovered recently that a water leak had occurred undetected on Marshall Close Allotments. The leak is now fixed but the cause is due to unauthorised 'tampering' with the pipework installed by the Facilities Manager. This unauthorised work is being investigated. On a positive note Community Centre hire income is up by £9,000 based on the same period last year.

CONFIDENTIAL

23. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

RECOMMENDED 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)

24. COMMUNITY TRANSPORT MATTER (Confidential Appendix) **DECISION ITEM**

Helen Symmons

Helen Symmons PSLCC
Town Clerk
12th December 2019

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 2019/20

| Committee | Minute No. and Subject | Action Required | RO | Completion status | Completion Date | Outcome | Forward Action Required |
|------------------|----------------------------------|--|-----------|--|------------------------|--|--------------------------------|
| E&L 16-04-19 | 102. Merchant Navy Day | RESOLVED to fly the ensign 3 rd September with small flag-hoisting ceremony | MPO | Completed | 03-09-19 | Event held | NFA |
| C&C 18-06-19 | 16. VE Day 75 | RESOLVED to hold PDG to discuss | TC | Meeting date 23 rd September to discuss | | Meeting held. Suggestion on Agenda | NFA under this minute |
| C&C 20-08-19 | 43. Allotments Dispute Procedure | RESOLVED with recommendation to Council via F&G | TC | Added to F&G agenda 10-09-19 | 10-09-19 | F&G amended & returned to C&C for approval | NFA under this minute |
| | | | | | | | |
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| | | | | | | | |

[Agenda](#)



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Chairman: Cllr Jill Healey
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REPORT 2731/HS

ARTS GROUP

In attendance: Cllrs Forde, Gilson and Rosier, also Jill Adair and Malcolm Blake-Lawson along with the Town Clerk.

Apologies received from Kerry Doyland

1. In view of the building disruptions and some personal issues, the Group would like to **RECOMMEND TO COMMUNITY & CULTURE COMMITTEE**, that the present Artist in Residency be extended until 1st September 2020.

The Marketing & Profile Officer will be asked to submit a press report regarding the scholarship scheme the Artist in Residency has been undertaking.

In preparation for the next Artist, Malcolm volunteered to research what other residency programmes elsewhere exist and the Town Clerk will send the existing briefing etc. to the group for review.

2. The Art Wall has exhibitions booked through to May/June assuming the Art Trail want the space. It was suggested that over the summer a youth based exhibition take place linking in with schools.

The group would like to run an external street art/graffiti project and suggestions were to approach the owner of the Grand, the private car park behind the Grand and even network rail to use hoardings as the base.

3. There was discussion as to how the group knows whether the Council's art projects are making a difference. From the examples given, it was obvious that it is having an impact:

- receiving recognition by local government bodies
- artists receiving commissions and selling works
- over 400 followers on Instagram.

4. The idea for the next free exhibition space in September 2020 is to have an exhibition of writing, perhaps split into categories with a competition both for prose and poetry. All works would be displayed with QR codes for visitors to be the judges. This could be linked to both writing and poetry workshops. The group will think on this more and have a further discussion early 2020 to ensure that the March magazine edition provides good exposure.



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Chairman: Cllr Valerie Morgan

Vice-Chairman: Cllr Jill Healey

Town Clerk: Helen Symmons

Allotment Non-Residents Levy Petition

Report 2732/HS

Background

As per the Small Holdings and Allotments Act 1908 S.23 'the Council is not required to provide allotments to their residents, but has a duty to consider them should 6 or more electorates request them. If the Council is of the opinion that there is a demand for allotments in their area, they must provide a sufficient number of them and let them out to persons residing in the area'.

It was brought to the Council's attention after a large amount of staff time was spent on allotment matters, that a number of allotments holders do not live within the LTC boundary, so therefore do not pay the precept.

Report 2711 was submitted to the Environment & Leisure Committee in February 2019 with recommendation to Council in March 2019 via Report 2711b. Council resolved to implement a non-resident allotment of £20 per plot with effect from October 2020 giving tenants a year's notice of this in October 2019.

At the Allotment Associations Liaison Group Meeting in April 2019, this was advised to the Allotment Societies and the report accompanies the E&L Agenda in April 2019. There was significant discussion at the time and the Town Clerk explained the reasoning behind.

The Town Clerk received 2 emails from allotment plot holders. One on the 1st May 2019 stating 'I have been given to understand by the Manchester Drive Allotment Association that LTC are proposing to impose an annual penalty levy on ploholders' and another on the 2nd May 2019 stating 'I am disappointed to learn that my allotment rentis going to increasemerely because I live on the wrong side of....'. The Town Clerk responded to both emails as follows:

I attach the Council agenda which had a full report relating to the matter upon which the Council made the decision. The Council felt they had to take in to consideration our precept payers, who have been subsidising the cost of running of the allotment sites for many many years, yet do not have allotment plots.

A letter will be issued to accompany the September 2019 invoices as this levy will not be imposed until September 2020. It is not a penalty levy but a non-resident in the parish levy. Residents with an allotment plot pay the annual precept (currently £47.70) plus their allotment rental and water charge, non-residents currently pay just the allotment rental and water charge.

Nothing further was heard from the two ploholders although both have signed the petition.

At the time of the decision, certainly the Leigh side of Manchester Drive had a significant waiting list of residents within the Leigh Town Council area wanting allotment plots and priority was given to them throughout the year. Any non-residents wishing to have an allotment plot on the Leigh Side and Marshall Close allotment side since March 2019 have been advised that they will have to pay a non-

resident levy from October 2020 and none have objected. MDAS administer the waiting for their side of the allotments directly so we do not have details regarding their waiting list.

Current Position

We currently have 375 allotment plots occupied across the 3 sites. The non-residents split is per the table below.

| | Reside within the LTC boundary | Reside outside the LTC boundary | Total number of plots occupied |
|--------------|--------------------------------|---------------------------------|--------------------------------|
| MDAS | 147 | 97* | 244 |
| Leigh Site | 55 | 51** | 106 |
| MCAA | 23 | 2 | 25 |
| Total | 255 | 150 | 375 |

*up by 2 from original report **down by 10 from original report

Letters were sent to every allotment tenant at the end of September with their allotment invoices stating the following:

‘Additionally for those plot holders living outside the Leigh Town Council boundary, with effect from September 2020 there will be an Allotment Non-Resident Levy. The reason for this is that any plot holder living within the Town Council area pays a precept to Leigh Town Council, which this year was £47.70. In addition to this they pay their allotment rent and water charges. If you live outside the boundary then all you have been paying is your allotment rent and water charge. Leigh Town Council subsidise the annual cost of running the allotments which is funded by those residents living within the Town Council area, the majority of which do not benefit from the provision of the allotment sites.’

Financial Position

Currently the allotment holders that reside within the Town Council boundary pay their allotment rent and precept. Residents that do not live within the boundary do not contribute via the precept and only pay their allotment rent.

The precept for 2019/20 was £47.70. No precept has been set as yet for 2020/21

Current allotment rents are as follows:

| Allotment Rent 2019/20 | | | | | | | | | |
|-------------------------------------|-----------------------------|-------|---------------|------------------------|-------|---------------|------------------|--------|---------------|
| | Starter Plot (A/B/C) | | | Half Plot (E/W) | | | Full Plot | | |
| | Rent | Water | Total | Rent | Water | Total | Rent | Water | Total |
| over official retirement age | £10.00 | £5.00 | £15.00 | £15.00 | £6.50 | £21.50 | £29.00 | £10.00 | £39.00 |
| Full | £20.00 | £5.00 | £25.00 | £29.00 | £6.50 | £35.50 | £57.00 | £10.00 | £67.00 |

The allotment deficit for 2018/19 was £10,333.65. This is subsidised by the Leigh Town Council electorate when 40% of allotment holders do not pay a precept.

The allotment deficit for 2019/20 is forecast at £11,260. In basic terms, the allotment holders who live in the Leigh Town Council area and pay a precept are in effect covering this deficit by the £47.70 on top of their allotment rent. Thus in effect subsidising the non-precept paying allotment tenants who only pay their rent.

By introducing the levy, the predicted income from this will be approximately £3,000 therefore based on the 2019/20 forecast deficit as an example, an allotment holder who lives in the Leigh Town Council area would now in effect (ignoring all other amenities Leigh Town Council provide) only be contributing an additional £34.70 towards the subsidy from their precept tax. Non-residents would contribute £20 via the allotment levy.

The Allotment Provision

There is an annual deficit at the allotments as Leigh Town Council provide more than just land with a fence round it. Maintenance, tree work, capital expenditure and staff time etc. all go in to providing the facility as well as trying to work in partnership with the allotment associations giving them an allowance in return for undertaking work such as cutting the grass in common areas, removing rubbish from the site etc. MDAS receive £3,000 annually for this. In addition, there has been a long-standing arrangement where MDAS have chosen to collect annual rental payments and in return are paid a commission from this rent of 12.5% (on average around £900 per annum).

As with all the services we provide, there is a staff cost associated with it. A small spread of examples over the past year of the type of staff time taken up with just MDAS related work in addition to the regular administration and maintenance etc. of the allotment sites are:

- Administration dealing with complaints of bonfires on the Manchester Drive allotment site
- Visits to the MDAS side following damage to a water trough by an allotment tenant plus administration
- Visits to the MDAS side following reports of an illegal bonfire by an allotment tenant plus subsequent administration
- Visits to the MDAS side to install new water tanks requested by MDAS plus administration
- Visit to the MDAS side to repair water trough (MDAS had reinstalled an old trough after new one installed)
- Visits to MDAS side to assist with key issues
- Visits to MDAS side to remove bollards at their request

The Town Clerk's time spent on allotment matters is not actually costed into the staffing costs so the costs would not include such things as dealing with a recently submitted Freedom of Information request by MDAS which took 1 ½ hours to undertake, fielding equality queries from SCOPE regarding the provision of accessible toilets in the MDAS buildings or the Town Clerk's working time of 5 hours due to the submission of the petition.

Council resolved that allotment rents would rise 4% annually until a breakeven point was obtained. The non-resident allotment levy would assist in reaching a breakeven point in fewer number of years.

The Petition

MDAS displayed a petition against the levy with wording as follows:

M.D.A.S. PETITION AGAINST £20 LEVY

THOSE WHO DO NOT LIVE WITHIN LEIGH TOWN COUNCILS BOUNDARY WILL FROM NEXT SEPTEMBER 2020 BE CHARGED AN EXTRA £20 ON TOP OF THEIR RENT. THIS IS TO HELP LTC CATCH UP ON THEIR DEFICIT OF £10,000.

WE, THE COMMITTEE, FEEL THIS IS UNFAIR AND WE WISH TO GET UP A PETITION AGAINST THIS INITIATIVE. IF YOU WISH TO MAKE YOUR FEELINGS KNOWN AGAINST THIS CHARGE WOULD YOU PLEASE SIGN BELOW.

IF YOU FEEL STRONGLY AGAINST THIS CHARGE PLEASE WRITE TO YOUR MP, LOCAL PAPER AND COUNCIL.

The Town Clerk has tried to verify the addresses on the list to the tenants but there are no plot numbers against the addresses. 11 addresses on the petition are within the town council area. The Chairman of MDAS confirmed that all signatories are plot holders yet when undertaking a random sample, one address appeared 4 times yet the tenancy agreement only states one plot holder. Therefore, whilst there are 78 names on the petition, they are from 66 addresses. The levy would only apply per plot and not to each individual named on an allotment tenancy agreement.

No petition or comment has been received from the other 2 allotment societies.

The Letter

The Town Clerk makes the following points:

1. It was reported to Council in report 2711/AC that no formal decision could be found but that it was believed the allotments were opened to non-residents at a time when there was no waiting list.
2. The rental paid by allotment tenants does not cover for the provision of the allotment facilities.
3. All amenities that Leigh Town Council provide e.g. the skate park, Town events, the Community Centre, Strand Wharf can all be used by precept payers and non-precept payers except the allotments which can only be used by approximately 400 people. Based on 2018/19 every precept payer was subsidising the allotments by £1.18 from their precept tax. The £20 non-resident levy is 38p a week extra for non-resident allotment holders to pay for an allotment plot. Allotment holders are able to use all the other amenities whether they chose to do so or not. Approximately 16,600 Leigh Town Council electorate are not able to use the amenity of the allotment sites.
4. All agendas and minutes of Council and Committees are available in the public domain along with the dates of all meetings
5. All meetings of the Council are public meetings
6. Every meeting has an agenda item 'Public Representation'
7. MDAS is an informal local allotment society and has no legal status as such
8. An allotment plot holder is technically a yearly tenant
9. The Leigh side at Manchester Drive allotments currently has a waiting list of 40 of which half would be non-residents and have all been informed of the non-resident levy with effect from

October 2020 and all wish to remain on the waiting list. Marshall Close has a waiting list of 15 of which 2 are non-residents, know of the non-resident levy and still wish to remain on the list

10. Southend Borough Council have 14 allotment sites across the town in addition to the 2 that Leigh Town Council own.

Agenda

| COMMUNITY & CULTURE COMMITTEE | | | | | 2019/20 | | | | | |
|-----------------------------------|---------------------|---------------------|--------------------|---------------|------------------------------------|--------------------|---------------------|---------------------|---------------------|---------------|
| INCOME | Budget 2019/20 | Income Received | Balance | % Received | EXPENDITURE | Earmarked Reserves | Budget 2019/20 | Expenditure | Balance | % Spent |
| Leigh Community Centre | £ 131,500.00 | £ 82,406.82 | £ 49,093.18 | 62.67% | Leigh Community Centre | £ 30,594.88 | £ 53,850.00 | £ 29,438.73 | £ 24,411.27 | 54.67% |
| LTC Use of LCC | £ 27,000.00 | £ 13,500.00 | £ 13,500.00 | 50.00% | Community Centre Staffing | | £ 128,464.00 | £ 78,187.41 | £ 50,276.59 | 60.86% |
| Friends of LCC | | £ 311.47 | | | Friends of LCC | £ 3,040.36 | | £ 2,451.27 | | |
| Allotments | £ 14,540.00 | £ 15,230.80 | -£ 690.80 | 104.75% | Allotments | £ 4,780.47 | £ 26,737.00 | £ 21,956.51 | £ 4,780.49 | 82.12% |
| Community Facilities | £ 50.00 | £ 20.83 | £ 29.17 | 41.66% | Community Facilities | £ 13,434.65 | £ 10,831.00 | £ 6,697.97 | £ 4,133.03 | 61.84% |
| Council H&WB Programmes | £ 16,150.00 | £ 10,410.25 | £ 5,739.75 | 64.46% | Council H&WB Programmes | £ 6,886.30 | £ 43,357.00 | £ 34,730.25 | £ 8,626.75 | 80.10% |
| Environment Facilities & Services | | £ 1,541.63 | | | Environment Facilities & Services | £ 10,159.00 | £ 24,050.00 | £ 16,234.86 | £ 7,815.14 | 67.50% |
| | | | | | Community Partnership Programmes | £ 5,000.00 | £ 6,500.00 | £ 2,624.75 | £ 3,875.25 | 40.38% |
| | | | | | Community Services Funding | £ 5,900.00 | £ 5,400.00 | | £ 5,400.00 | 0.00% |
| | | | | | Committee Staffing | | £ 13,376.00 | £ 7,496.26 | £ 5,879.74 | 56.04% |
| TOTAL COMMITTEE INCOME | £ 189,240.00 | £ 123,421.80 | £ 65,818.20 | 65.22% | TOTAL COMMITTEE EXPENDITURE | | £ 312,565.00 | £ 199,818.01 | £ 112,746.99 | 63.93% |

| COMMUNITY CENTRE DETAILED BUDGET | | | | | 2019/20 | | | | | |
|----------------------------------|---------------------|--------------------|--------------------|---------------|------------------------------|-------------|--------------------|--------------------|--------------------|---------------|
| INCOME | Budget 2019/20 | Income Received | Balance | % Received | EXPENDITURE | EMR B/F | Budget 2019/20 | Expenditure | Balance | % Spent |
| | | | | | CC General | £ 30,594.88 | | | | |
| Room Hire | £ 131,000.00 | £ 82,406.82 | £ 48,593.18 | 62.91% | Business Rates | | £ 8,300.00 | £ 6,481.50 | £ 1,818.50 | 78.09% |
| LTC Building Contribution | £ 27,000.00 | £ 13,500.00 | £ 13,500.00 | 50.00% | Insurance | | £ 2,800.00 | £ 2,647.28 | £ 152.72 | 94.55% |
| Other Income | £ 500.00 | £ - | £ 500.00 | 0.00% | Utilities | | £ 15,450.00 | £ 9,566.34 | £ 5,883.66 | 61.92% |
| | | | | | Cleaning & Waste / H&S | | £ 7,300.00 | £ 5,410.84 | £ 1,889.16 | 74.12% |
| TOTAL INCOME | £ 158,500.00 | £ 95,906.82 | £ 62,593.18 | 60.51% | Advertising | | £ 1,000.00 | £ - | £ 1,000.00 | 0.00% |
| | | | | | Building Security | | £ 750.00 | £ 273.46 | £ 476.54 | 36.46% |
| | | | | | Miscellaneous | | £ 2,250.00 | £ 980.56 | £ 1,269.44 | 43.58% |
| | | | | | Licences & Professional Fees | | £ 3,000.00 | £ 1,665.15 | £ 1,334.85 | 55.51% |
| | | | | | IT & website | | £ 1,000.00 | £ 906.34 | £ 93.66 | 90.63% |
| | | | | | Contingencies | | £ 2,000.00 | | £ 2,000.00 | 0.00% |
| | | | | | Day to Day Maintenance* | | £ 10,000.00 | £ 1,507.26 | £ 8,492.74 | 15.07% |
| | | | | | TOTAL EXPENDITURE | | £ 53,850.00 | £ 29,438.73 | £ 24,411.27 | 54.67% |

| ALLOTMENTS DETAILED BUDGET | | | | | 2019/20 | | | | | |
|----------------------------|--------------------|--------------------|------------------|----------------|---------------------------|------------|--------------------|--------------------|-------------------|---------------|
| INCOME | Budget 2019/20 | Income Received | Balance | % Received | EXPENDITURE | EMR - B/F | Budget 2019/20 | Expenditure | Balance | % Spent |
| Manchester Drive Rent | £ 8,000.00 | £ 7,922.50 | £ 77.50 | 99.03% | Maintenance Costs | £ 3,620.19 | £ 2,500.00 | £ 75.33 | £ 2,424.67 | 1.23% |
| Leigh Site Rent | £ 3,500.00 | £ 3,251.00 | £ 249.00 | 92.89% | Waste Clearance/Tree Work | | £ 1,000.00 | £ 1,574.99 | -£ 574.99 | |
| Marshall Close Rent | £ 500.00 | £ 468.30 | £ 31.70 | 93.66% | ASA Leigh Site | | £ 1,600.00 | £ 1,116.36 | £ 483.64 | 69.77% |
| | | | | | ASA Manchester Drive | | £ 3,000.00 | £ 2,250.00 | £ 750.00 | 75.00% |
| Manchester Drive Water | £ 1,750.00 | £ 2,051.50 | -£ 301.50 | 117.23% | ASA Marshall Close | | £ 500.00 | £ 375.00 | £ 125.00 | 75.00% |
| Leigh Water | £ 700.00 | £ 774.50 | -£ 74.50 | 110.64% | Capital Expenditure | £ 1,160.28 | £ 1,000.00 | £ - | £ 1,000.00 | 0.00% |
| Marshall Close Water | £ 90.00 | £ 135.00 | -£ 45.00 | 150.00% | Affiliations | | £ 65.00 | £ 55.00 | £ 10.00 | 84.62% |
| | | | | | Water Rates | | £ 3,000.00 | £ 5,262.44 | -£ 2,262.44 | 175.41% |
| Keys | | £ 78.00 | -£ 78.00 | | Keys & Refunds | | | £ 141.00 | -£ 141.00 | |
| Tenancy Deposits | | £ 550.00 | -£ 550.00 | | Tenancy Deposits | | | £ 415.00 | -£ 415.00 | |
| | | | | | MDAS Commission | | £ 875.00 | £ 976.06 | -£ 101.06 | 111.55% |
| | | | | | Associated staffing costs | | £ 13,197.00 | £ 9,715.33 | £ 3,481.67 | 73.62% |
| TOTAL INCOME | £ 14,540.00 | £ 15,230.80 | -£ 690.80 | 104.75% | TOTAL EXPENDITURE | | £ 26,737.00 | £ 21,956.51 | £ 4,780.49 | 82.12% |

| HEALTH & WELLBEING PROGRAMMES | | | | | | | | | | | |
|--|--------------------|--------------------|-------------------|---------------|--|----------------------------------|--------------------|--------------------|--------------------|-------------------|----------------|
| INCOME | Budget 2019/20 | Income Received | Balance | % Received | | EXPENDITURE | Earmarked Reserves | Budget 2019/20 | Expenditure | Balance | % Spent |
| General Events | £ 900.00 | | £ 900.00 | 0.00% | | Summer Season Strand Wharf | | £ - | | | |
| Council Events at LCC | £ 6,500.00 | £ 4,718.24 | £ 1,781.76 | 72.59% | | Community Day | | £ 1,500.00 | £ 635.10 | £ 864.90 | 42.34% |
| Leigh Lights | £ 2,750.00 | £ 2,801.68 | -£ 51.68 | 101.88% | | Carols on Strand Wharf | | £ 1,000.00 | | £ 1,000.00 | 0.00% |
| Farmers Market | £ 3,500.00 | £ 1,575.00 | £ 1,925.00 | 45.00% | | Council events at LCC | | £ 5,000.00 | £ 5,202.87 | -£ 202.87 | 104.06% |
| Community Transport | £ 2,500.00 | £ 1,315.33 | £ 1,184.67 | 52.61% | | Other Events | | £ - | | £ - | |
| | | | | | | Youth Market | | £ 2,500.00 | £ 1,979.16 | £ 520.84 | 79.17% |
| TOTALS | £ 16,150.00 | £ 10,410.25 | £ 5,739.75 | 64.46% | | Events Equipment | | £ 500.00 | £ 195.39 | £ 304.61 | 39.08% |
| | | | | | | SUB-TOTAL | £ 6,086.30 | £ 10,500.00 | £ 8,012.52 | £ 2,487.48 | 76.31% |
| | | | | | | | | | | | |
| | | | | | | Leigh Lights | | | | | |
| | | | | | | Security | | £ 6,400.00 | £ 6,326.68 | £ 73.32 | 98.85% |
| | | | | | | Entertainment/Outside Assistance | | £ 2,500.00 | £ 2,814.00 | -£ 314.00 | 112.56% |
| | | | | | | Road Closures & Licences | | £ 5,500.00 | £ 5,784.00 | -£ 284.00 | 105.16% |
| | | | | | | First Aid, Cleaning & promotion | | £ 1,250.00 | £ 1,590.41 | -£ 340.41 | 127.23% |
| | | | | | | SUB-TOTAL | | £ 15,650.00 | £ 16,515.09 | -£ 865.09 | 105.53% |
| | | | | | | Farmers Market | | | | | |
| | | | | | | Hall Hire | | £ 900.00 | £ 615.40 | £ 284.60 | 68.38% |
| | | | | | | Leaflets/Publicity | | £ 500.00 | £ 41.47 | £ 458.53 | 8.29% |
| | | | | | | Banners | | £ 200.00 | £ 23.00 | £ 177.00 | 11.50% |
| | | | | | | Miscellaneous | | £ 100.00 | £ 38.30 | £ 61.70 | 38.30% |
| | | | | | | Staff Costs | | £ 6,443.00 | £ 4,798.86 | £ 1,644.14 | 74.48% |
| | | | | | | SUB-TOTAL | | £ 8,143.00 | £ 5,517.03 | £ 2,625.97 | 67.75% |
| | | | | | | Community Transport | | | | | |
| | | | | | | Ticket Purchases | | £ 1,500.00 | £ 838.00 | £ 662.00 | 55.87% |
| | | | | | | Travel Costs | | £ 750.00 | £ 705.00 | £ 45.00 | 94.00% |
| | | | | | | Driver Costs | | £ 300.00 | £ 100.00 | £ 200.00 | 33.33% |
| | | | | | | Refreshments | | £ 700.00 | £ 155.25 | £ 544.75 | 22.18% |
| | | | | | | CTA Membership | | £ 280.00 | | £ 280.00 | 0.00% |
| | | | | | | Miscellaneous | | £ 100.00 | £ 20.32 | £ 79.68 | 20.32% |
| | | | | | | Staff Costs | | £ 5,434.00 | 2867.04 | £ 2,566.96 | 52.76% |
| | | | | | | SUB-TOTAL | £ 800.00 | £ 9,064.00 | £ 4,685.61 | £ 4,378.39 | 51.69% |
| | | | | | | | | | | | |
| | | | | | | TOTALS | | £ 43,357.00 | £ 34,730.25 | £ 8,626.75 | 80.10% |

Agenda