



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 11th February 2020** 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 17TH DECEMBER 2019
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#)) Page 6

LEIGH COMMUNITY CENTRE

7. FACILITIES REPORT DECISION ITEMS

Refurbishment and Remodel Programme:

Decoration of the Community Centre will be ongoing for 2020. The remodel of the ground floor toilets is nearing completion. Works will commence on the café extension thereafter. The Community Centre will have to close at some point to hirers for a few days to lay the new entrance flooring.

In view of the extensive maintenance work that is taking places as part of the current refurbishment contract, it is **RECOMMENDED** that the underspend of £7,500 in 2019/20 LCC Maintenance budget be moved to LCC Refurbishment Capital project reserve.

Other LCC matters

Since taking over Leigh Community Centre, new fire regulations have come to pass. As such some of the existing doors that were acceptable when the Council took over the building no longer meet the regulations, in particular the doors to the café, Lower Hall and Room 7. These are not standard doors and need to be custom made. The work can be completed whilst we have our contractors on site. Like the external emergency staircase, these are essential works. Whilst there is no specific budget provision in 2020/21, over time an earmarked reserve has been accruing to cover eventualities such as this.

It is therefore **RECOMMENDED** that the cost of £4,425 for implementing doors that meet the fire regulations be vired from the LCC earmarked reserve.

8. BOOKINGS REPORT

The Town Clerk has undertaken a review of bookings per facility over the last four calendar years. The number of individual bookings for 1st January to 31st December 2019 was 5,065. This is a reduction of 249 individual bookings from the previous year. However, income was £149,726, an increase of £11,746 on the previous year. Therefore, it seems that hirers are booking the facilities for longer periods hence the number of individual bookings being down but the income increasing.

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	£22,985.57
Operating Costs	£16,951	£17,527	£15,880.40	£18,860.31
Quarterly surplus	£2,468	£1,016	£377.05	£4,125.26
Licence fee to LTD	£1,234	£508	£13.92	£2,062.63

This is the best trading year for the café with 11 months in profit as opposed to 10 in 2019. There could be some disruption over the coming three months due to the building remodel but every effort is being made to try and keep this to a minimum.

10. CAFÉ LICENCE **DECISION ITEM**

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

11. ARTS GROUP REPORT ([Appendix 2](#)) page 8 **DECISION ITEM**

Following submission of an idea by the Senior Caretaker, the Arts Group from their recent meeting have two recommendations:

- implement a graffiti art wall at Leigh Marshes Skatepark
- hold a Saturday event in October alongside the writing exhibition using Leigh Community Centre.

The graffiti art wall costs would be white paint and some labour. The cost of the October event would be room hire. Costs could therefore be contained within existing budgets already set i.e. Skate Park maintenance and LTC events at Leigh Community Centre.

It is **RECOMMENDED** that agreement be given to both ideas.

ALLOTMENTS

12. HEALTH AND SAFETY FOR ALLOTMENT GARDENS RISK ASSESSMENT ([Appendix 3](#)) Page 9 **DECISION ITEM**

The document is for review by the Committee (proposed changes are in red type) and will be added to the Council's website and copies displayed at the allotment sites once reviewed.

13. POLICY FOR KEEPING BEES ON ALLOTMENT SITES ([Appendix 4](#)) Page 12 **DECISION ITEM**

The document is for review (there are no proposed changes) and will be added to the Council's website and copies displayed at the allotment sites once reviewed.

14. BONFIRE DATES **DECISION ITEM**

The history of bonfires at the allotment sites was documented in Report 2583 (February 2016) and following that report, bonfires at the allotments were only permitted on one weekend in April and another in November. There have been various complaints over the years since from residents

surrounding the sites regarding smoking bonfires and incinerators. Recently Southend Borough Council declared a climate emergency and it would be remiss of Leigh Town Council not to take this into consideration. The Council are presently supporting the Plastic Free initiative that is commencing in Leigh and the Town Clerk suggests that the Committee consider whether bonfires and the use of incinerators at the allotment sites should now be halted. Southend Borough Council on their website regarding bonfires do not recommend that anyone has a bonfire now. Allotment holders are encouraged to compost on the site and Southend do offer a garden waste collection scheme so plot holders could purchase the sacks, fill them and take them back to their homes for collection. There will no doubt be objection from some plot holders should the Council ban bonfires and incinerators but with poor air quality in Southend and a changing climate any action (no matter how small) should be considered to making a positive step for our communities, neighbourhoods and the environment.

15. PLOT HOLDER MANAGEMENT

An administration review has recently been undertaken and a new facilities service will be introduced at a cost of £325 per annum. The service is similar to the Facility system used for community centre administration. This will have a significant impact on lessening staff time with annual invoicing of the Leigh side and Marshall Close allotments (MDAS administer the invoicing for plot holders on the MDAS side of Manchester Drive allotments). Monitoring of staff working times on allotment management using the new system during the forthcoming financial year will enable staff costs in 2021/22 to be reflective of the improved system. In addition to invoicing, the new system will deal with waiting lists, GDPR requirements and provide accurate management information.

COMMUNITY FACILITIES

16. SKATE PARK **DECISION ITEM**

The Town Council have been awarded a grant of £13,000 towards the resolved skate park extension project which now enables the groundworks to proceed. The community group will then be able to complete the obstacles installation.

Council approved a project budget of £30,000 in March 2019 specifically for the groundworks. Despite publishing the groundworks on the Contracts webfinder and then contacting four local companies, only two quotations were received. Only one quotation at present is within the budget now increased to £43,000 by the external grant. To comply with the grant funding terms, the works must commence within six months. Under the Scheme of Delegation to The Town Clerk, a contractor will be appointed to comply with the Planning Consent imminently.

17. STRAND WHARF

The defibrillator for the Old Town will be sited by Easter. The Leigh Lions and the resident who approached the Council with the idea will be included in publicity and promotion.

HEALTH & WELLBEING PROGRAMMES

18. COUNCIL EVENTS PROGRAMME 2020 ([Appendix 5](#)) page 14 **DECISION ITEM**

RECOMMENDATIONS are made to the Committee for the 2020 events programme by the Events PDG.

19. HAPPY TO CHAT BENCH REPORT BY P/T RECEPTIONIST ([Appendix 6](#)) page 16 **DECISION ITEM**

It is **RECOMMENDED** that the Town Clerk seek approval from Southend Borough Council to designate the bench in front of the Community Centre as a 'Chatty Bench' with an initiative put in place by Leigh Town Council.

The Town Clerk is delighted that two members of staff have come forward with two great initiatives for the Committee to consider – the graffiti wall and the Happy to Chat Bench.

20. FARMERS MARKET – REPORT BY ASSISTANT TOWN CLERK

The stall holders had been quite enthusiastic for the first January Farmers' Market and whilst there wasn't a huge amount of footfall it proved to be worthwhile and something we feel we should continue with. We continue to get a steady flow of interest to attend from new stall holders. We very rarely have empty stalls and when we do its due to last minute cancellations.

We have had a lot of enquiries recently with regards to changing the Farmers' Market from a Friday to a Saturday to suit those that work during the week. There are a large number of stalls (at least 50%) that are unable to attend regularly on a Saturday, due to running their own shops or attending other weekly markets on a Saturday. With a number of other markets already established in the area on a Saturday we would struggle to find replacement stalls and without the meat & veg stall attending it wouldn't be a very successful Farmers' Market. In its current format it would need staffing by the office staff for at least 2 hours to collect payments. Additionally, the large Donald Fraser Hall is regularly booked out on a Saturday for one off events, such as Fayres and Birthday Parties. As such we feel the market should remain a Friday event but we will incorporate Saturday markets as and when possible.

21. COMMUNITY TRANSPORT – REPORT BY MARKETING AND PROFILE OFFICER ([Appendix 7](#)) page 17

22. YOUTH GROUP REPORT

A meeting is due to be held 6th February and a report will be provided to this Committee at their meeting.

ENVIRONMENT FACILITIES & SERVICES

23. CHRISTMAS LIGHTS IN LEIGH OLD TOWN

The Town Clerk was approached by the Peterboat pub with regard to sponsoring Christmas lighting in Leigh Old Town. Unfortunately, due to the style of the lighting columns, Southend Borough Council cannot give approval to installation on the columns. The Town Clerk will be meeting with the lighting contractor and marketing team at the Peterboat pub to try and establish if an alternative decorative programme would be possible.

COMMUNITY PARTNERSHIP PROGRAMMES

24. FRIENDS OF LEIGH LIBRARY GARDENS

Whilst this is now a stand-alone charity, close liaison continues with the group as it is also a strategic aim of Council to help implement a Friends of Bonchurch Park group. Additionally, Cllr Rosier is a trustee of Friends of Leigh Library Gardens and therefore the Council's representative on the group. In due course it is hoped that further partnership working will be strengthened should the Council manage the Library Gardens community building as the volunteers in the Library Gardens group have indicated helping with the caretaking of this facility.

COMMUNITY SERVICES FUNDING

25. FIRST AID POST

Southend Borough Council have advised that the timescale recently reported in the Echo is not accurate. It is hoped that St Johns will be able to operate from an ambulance on Bell Wharf as per the traditional attendance programme but authorisation is awaited from the Borough Council. Strand Wharf would be an alternative option.

FINANCE

26. COMMITTEE BUDGET REPORT 2019/20 ([Appendix 8](#)) Page 19

The water leak at Marshall Close is not as serious as first thought. However, the investigation has highlighted that with the introduction of additional water tanks and the creation of double the number of plots, water usage by plot holders is significantly higher than it used to be and not covered by the present charging system. This coupled with the leak has caused the much higher water charge. There will be a further period of monitoring and the Town Clerk will liaise with the Allotment Association over the increased water costs.

Community Centre hire income is up £7,000 on this time last year with expenditure down £400 and salaries £2,000. Financial analysis of the Leigh Lights event shows that whilst the event went over budget by £1,500, this was partly due to Veolia's costs for 2018/19 only being presented for payment recently. The introduction of the music stage meant a higher cost for street entertainment but whilst donations from traders was at an all time low of only £943, the initiative of sponsoring the light columns attracted trader support of £400. For the first time this year, the Council attracted good external sponsorship which meant external financial support totalled £3,200, much improved on recent years. As such, the net cost of the Leigh Lights event for the Council was £14,368 (approximately 84p per precept payer). Whilst the budget for the Carols on Strand Wharf event has been used in full this year despite the event being cancelled, it should be noted that we have an ongoing credit against the marquee hire deposit paid that will be used for the Youth Market and 500 new Carols booklets were printed due to amendments to the event which will result in a reduced cost for 2020/21.

27. TO CONSIDER ANY UNDERSPENDS IN 2019/20 BUDGET TO EARMARK AS A RESERVE **DECISION ITEM**

It is **RECOMMENDED** that the Committee **recommend to Council via Finance & Governance Committee** the following movement to Earmarked Reserves (EMR) at the year-end:

EMR	Proposed movement/creation	2019/20 Closing EMR
Allotments Infrastructure (£1,160.28)	£1,000	£2,160.28
Allotments General (£3,620.19)	no change	£3,620.19
General C&C Services (£5,900)	no change	£5,900.00
H&W Events (£6,086.30)	£1,000	£7,086.30
Leigh Lights (£10,159)	-£3,500 (agreed April 19)	
	£1,200	£7,859.00
Community Transport (£800)	no change	£800.00
Skate Park (£5,902.25)	£1,000	£6,902.25
Other Community Facilities (£1,831.03)	no change	£1,831.03
Community Centre (£30,594.88)	-£9,000 (agreed Oct 19)	
	-£4,425 (fire doors)	
	£5,950	£23,119.88
Paddling Pool (£2,659.70)	no change	£2,659.70
Stand Wharf Planters (£3,041.67)	no change	£3,041.67
Special Constables (£5,000)	£2,500	£7,500

Helen Symmons

Helen Symmons PSLCC
Town Clerk
6th February 2020

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
C&C 17-12-19	92. Facilities Report	RESOLVED with recommendation to Council that Refurbishment budget 20/21 be increased to £50,000		Complete	21-01-20	Resolved by Council	NFA
C&C 17-12-19	95. Arts Group Report	RESOLVED to extend present Artist in Residency until 01-09-20		Complete	17-12-19	Artist advised and very grateful	NFA
C&C 17-12-19	96. MDAS petition	RESOLVED to refer to Council		Added to Council Agenda January 2020	21-01-20	No motion was put forward to rescind the non-residents allotment levy	NFA
C&C 17-12-19	97. Skate park	RESOLVED for lesson arrangement to proceed		Work in progress		Lessons due to start in April	T&C being drawn up
C&C 17-12-19	99. Council Events	RESOLVED to hold Events PDG in January		PDG held	28-01-20	Recommendation to Committee on Agenda	NFA
C&C 17-12-19	103. Youth Group	RESOLVED to organise Youth Group meeting		Being organised			

Committee	Minute No. and Subject	Action Required	RO	Completion status	Completion Date	Outcome	Forward Action Required
C&C 17-12-19	109. Community Transport Matter	RESOLVED that no further donation to be made		Complete	20-12-19	Wyvern advised	NFA

[Agenda](#)



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*

REPORT 2737/HS

ARTS GROUP

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

Apologies received from Kerry Doyland and Jill Adair

1. Cllr Rosier was aware of 2 artists interested in the Residency from September 2020. Having undertaken some research in to what other programmes offer, Malcom will review our brief but he did note that we are very comparable. He will email any recommendations. We will advertise the deadline to be the end of May for applications.
2. The Art wall will be decorated 1st – 7th March and thereafter nothing is to be stuck on walls or windows. Only the hanging system may be used.
3. Cllr Rosier gave an update on forthcoming exhibitors. She will make contact with schools with regard to a youth exhibition in the summer school holidays. The writing exhibition will be planned for October to include the half term.
4. The Senior Caretaker submitted an idea to the Town Clerk to implement a graffiti art wall at the skate park using the skate wall. The Art Group thought this a great idea and if approved by C&C Committee asked the Town Clerk to investigate whether a street artist for the first piece could be found. Social media will be used to promote the wall and works.
5. The group discussed the proposed writing event in October 2020. This will be a competition open to all forms of writing, perhaps called the Leigh 500 with the theme of Leigh Life. A Saturday event would be wanted alongside the exhibition inviting writers for workshops, talks and book signings. Malcom will email his poetry contacts. The Town Clerk will establish Community Centre availability.

HEALTH AND SAFETY FOR ALLOTMENT GARDENS

RISK ASSESSMENT		
Hazard	Person at risk	Control / Monitoring
Blisters, minor cuts, abrasions	Society Members and guests	<ol style="list-style-type: none"> 1. Wear work gloves, not fabric. 2. Keep hands as clean as possible. 3. Keep up to date with tetanus inoculations. 4. First aid kit on site should contain plasters and wipes.
Accidents with tools	Society Members and guests	<ol style="list-style-type: none"> 1. Wear boots or other appropriate footwear. 2. Inspect site prior to work. 3. Exclude public if necessary. 4. Keep tools well-maintained to be safe to use. 5. Discard all faulty equipment. 6. Only use appropriate tools in correct manner. 7. Get basic training in tool safety. 8. Where non-standard, e.g. powered, equipment is required, seek appropriate advice. <p><u>For example ensure that tools are stored and hung appropriately and that you have an awareness of the function of each tool.</u></p>
Sharps: needles, razor blades etc	Society Members and guests	<ol style="list-style-type: none"> 1. Do not lift leaves etc. with hands. 2. Use boards / rakes etc. 3. Wear boots and gloves. 4. Use sharps box to discard any sharps. 5. Do not compact with feet or hands. <p><u>For example do not force items into waste bags with hands and feet.</u></p>
Moving, lifting or handling loads	Society Members and guests	<ol style="list-style-type: none"> 1. Assess load and location. 2. Seek help if required. 3. Get basic training in manual handling.
Uneven ground, trip hazards	Society Members and guests	<ol style="list-style-type: none"> 1. Be aware of the state of ground being worked on. 2. Wear footwear with a good grip. 3. Take extra care if working on slippery ground. 4. All access routes must be kept free from materials and debris at all times.
Bacterial infections	Society Members and guests	<ol style="list-style-type: none"> 1. Be aware that illness and infection can be caused by poor garden hygiene. 2. Take care not to put hands in mouth or around mouth, nose or eyes while gardening. 3. Wash hands carefully before eating. 4. Cover cuts or grazes with waterproof dressings while working in the garden. 5. Garden produce should be washed thoroughly before eating.

Plant allergies	Society Members and guests	<ol style="list-style-type: none"> 1. Be aware you may be allergic to certain plants and if so avoid contact. 2. Try to wear gloves at all times. 3. Wash hands thoroughly at the end of each session.
Garden chemicals and Pesticides	Society Members and guests	<ol style="list-style-type: none"> 1. All chemicals should be clearly marked and stored, and used according to manufacturer's instructions by competent people only. 2. A ban of the outdoor use of metaldehyde will be in place across GB from 30th June 2020. Use of the products will only be allowed until 30th July 2021.
Sunburn	Society Members and guests	<ol style="list-style-type: none"> 1. Wear suitable clothing. 2. Wear a high factor protective sun cream, it is the individual's own responsibility to use it. 3. Drink adequate fluids to stay hydrated. 4. Take breaks when required.
Hypothermia	Society Members and guests	<ol style="list-style-type: none"> 1. Wear warm outdoor clothing – waterproof clothing if required.
Fire	Society Members and guests	<ol style="list-style-type: none"> 1. Emergency evacuation procedures to be in place and understood by all participants. 2. No smoking in enclosed spaces or near garden chemicals.
Bee and wasp stings	Society Members and guests	<ol style="list-style-type: none"> 1. Be aware of environment and do not provoke bees or wasps. 2. Stay clear of bee or wasp hives / bikes. 3. If stung by bee or wasp please seek help from staff. 4. Leave area if necessary.
Poly tunnels, sheds & loose equipment	Society Members and guests	<ol style="list-style-type: none"> 1. Keep in a good state 2. Ensure tethered in case of high winds <p><u>For example be aware of thresholds.</u></p>
Composting	Society Members and guests	<ol style="list-style-type: none"> 1. Avoid turning compost heaps. 2. Wear face mask and gloves when turning compost heaps.
Animal manures	Society Members and guests	<ol style="list-style-type: none"> 1. Wear gloves when handling animal manures and wash hands thoroughly afterwards.
Water butts	Society Members and guests	<ol style="list-style-type: none"> 1. Garden produce and hands should not be washed with water from the water butts. <p><u>For example do not drink from the water butts.</u></p>
Work in public spaces	Society Members and guests	<ol style="list-style-type: none"> 1. Wear high visibility jackets. 2. Exclude public if necessary.

GROUND RULES FOR ALLOTMENT GROUPS
--

<i>To be adhered to by all users of the allotment:</i>

- | |
|--|
| <ul style="list-style-type: none">• No alcohol should be consumed before or while gardening.• Ashtrays to be used for cigarette stubs.• Have first aid kit available at all settings.• Everybody needs to be willing to share, co-operate and communicate.• Be aware that everybody has different abilities and skills and not everybody can make an equal contribution.• Each individual has to take personal responsibility for his / her safety, particularly if working on their own.• At all times, each individual using the allotments must act in a responsible, considerate manner; mindful of others working in the allotment. |
|--|

CREATED 2013

REVIEWED MARCH 2017

REVIEWED MARCH 2020

TO BE REVIEWED MARCH 2023

Leigh Town Council Policy for Keeping Bees on Allotment Sites

This policy follows the best practice guidelines from National Society of Allotment & Leisure Gardeners (NSALG) & the British Beekeepers' Association (BBKA).

Leigh Town Council **RESOLVED** at an Environment & Leisure Committee Meeting 21st February 2017 Minute 68 that bee hives are only to be sited on the designated wildlife areas under the control of the Allotment Societies and not individual plots.

Representatives appointed by Leigh Town Council members have the right to arrange an inspection of the site if they have cause to investigate complaints of poor management or neglect of the hives/apiary site. Any costs for official inspections or as a result from mis-management or neglect causing swarms or the need to destroy colonies for removal will be for the Associations to settle.

1. CONDITIONS

- A beekeeper must be a member of the relevant Allotment Society where the hive(s) they are responsible for is(are) situated or be the allocated beekeeper for the Allotment Societies hives.
- Telephone numbers of all beekeepers should be prominently displayed on the Allotment Society notice boards and by the designated hive site and beekeepers are to make a First Aid kit available.
- Beekeepers must be a member of Southend Division of the Essex Beekeepers who are affiliated to the BBKA, membership of which provides public and product liability insurance. Proof of membership and insurance must be produced each year to the appropriate Allotment Society committee.
- Beekeepers must have a recognised qualification with the BBKA, undertaking at least a Beekeeping for Beginners course or higher and/or warrant that they have at least one year's experience of keeping bees with an experienced mentor to assist and support them. Further, the beekeeper warrants that they will exercise the appropriate skill and care in managing their colonies
- No hive shall be kept on the designated wildlife area without the prior consent of Leigh Town Council and the appropriate Allotment Society.

2. MANAGEMENT

- The beekeeper may have no more than one permanent hive, plus one temporary hive, for the purposes of swarm control, if needed, throughout the calendar year.
- A source of easily accessible water must always be provided for the bees and be in place before the bees are established. This source must be maintained and not allowed to run dry.
- An individual keeping bees on a designated wildlife area must ensure that for any period of (prolonged) absence, adequate arrangements are in place prior to absence to ensure their colonies are still managed and any problems swiftly dealt with. Contact numbers of alternative nominated persons are to be provided to the Allotment representatives (and/or Leigh Town Council).
- There are effective methods of swarm control and the beekeeper should practise these, carrying out a regular inspection at least once a week during the swarming season.
- The hives must be registered with BeeBase and open to inspection by the Regional Bee Inspector.

- The beekeeper should, as far as they are able, ensure that the colony of bees has a docile temperament when considered against an average colony of bees. Should the colony display overt aggressive tendencies such as excessive stinging, excessive defensiveness or ‘following’, the beekeeper must take suitable remedial action to calm the colony (which may include re-queening or ultimately destruction).
- Every effort should be made to inspect colonies at quieter times, when there are less people in the immediate vicinity of the colony/ies, however, the beekeeper shall always be mindful not to cause inconvenience to others who are working in the immediate vicinity and if necessary advise those persons around that inspections will be taking place and for roughly how long.
- Signs (as many as are reasonably needed) “Beekeeper at work” should be placed prominently while the beekeeper is working, and for around half an hour after, to ensure that no one accidentally walks too near.
- Ensure that bees are encouraged to rise at least 6 feet before leaving the plot by the use of screening, which could be natural hedging, wooden fencing or fine plastic/wire mesh screening. The screening also serves to avoid drawing the attention of potential vandals to the hives.

Failure to abide by the conditions of this agreement may result in the removal of the hive(s) from the allotment site.

Agenda



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*

n.b. The Events Officer is not due back from maternity leave until 8th June 2020

RECOMMENDED EVENTS PROGRAMME 2020

SUMMER EVENTS

1. VE DAY 75 AFTERNOON TEA
 - Sunday 10th May 2020
 - 2 pm to 5 pm
 - Budget £1,000
 - Lead Officer – Marketing & Profile Officer
 - Support Officer – Royal British Legion, Councillors and Town Clerk
2. COMMUNITY DAY AT BONCHURCH PARK
 - Sunday 7th June 2020
 - 1 - 4 pm
 - Budget £1,000
 - Lead Officer – Assistant Town Clerk
 - Support Officer – Administration Assistant Sophie
3. YOUTH MARKET AT STRAND WHARF
 - Sunday 12th July 2020
 - 11 am to 4 pm (did those timings work?)
 - Budget £2,250
 - Lead Officer – Assistant Town Clerk
 - Support Officer – Apprentice Administration Assistant Ingmar
4. FARMERS MARKET 20th YEAR AND TO WELCOME MAYFLOWER CELEBRATION SAILING FROM ROTHERHITHE
 - Saturday 25th July
 - Budget – none as commercial
 - Lead Officer – Assistant Town Clerk
 - Support Officer - Administration Assistants Sophie and Ingmar
5. HOLIDAY PROGRAMME
 - Both on Strand Wharf and the Community Centre
 - £1,000 net (annual for all holiday programme events)
 - Lead Officer – Marketing & Profile Officer
 - Support Officer – Events & Projects Officer
6. MERCHANT NAVY DAY
 - Thursday 3rd September
 - No budget
 - Lead Officer – Events & Projects Officer

WINTER EVENTS

7. LEIGH LIGHTS EVENT
 - Friday 27th November 2020
 - Budget £16,750
 - Lead Officer – Events & Projects Officer
 - Support Officer – Assistant Town Clerk

8. WINTER FAYRE
 - Saturday 5th December 2020
 - Budget – none as commercial
 - Lead Officer – Marketing & Profile Officer
 - Support Officer – Administration Assistants Sophie and Linda

9. CAROLS ON STRAND WHARF
 - Saturday 12th December 2020
 - Budget £1,000
 - Lead Officer – Events & Projects Officer
 - Support Officer – Assistant Town Clerk

10. CHRISTMAS FARMERS MARKET
 - Saturday 19th December 2020
 - Budget – incl. within Farmers' Markets budget
 - Lead Officer – Assistant Town Clerk
 - Support Officer – tbc

OTHER EVENTS

11. RSPB BRENT GEESE

Recommend Events Officer contacts RSPB on return from maternity leave to see if any interest in this event for October on Strand Wharf.

- Budget £250

12. OLD LEIGH ARTISTS MARKET

We have been approached by local artists for the Council's agreement for use of Strand Wharf on Monday 25th May and 31st August to hold an artist's market. This is not a Leigh Town Council event.

[Agenda](#)



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*

REPORT 2740/LM

Suggested Idea for Community and Culture Committee to consider
Submitted by Admin Receptionist Linda Mitchell

Introduction

I came across this definition of Community.

“A group of people existing in a place that share; a purpose, a sense of belonging and can communicate with each other.”

When I read an article in the Daily Telegraph back in November about “The Happy to Chat” bench that has been unveiled in Burnham-on-Sea in Somerset I was really taken with the idea. Essentially the idea offers a space where conversation can be started and is aimed to help tackle the feeling of isolation and lack of social interaction that those living on their own and particularly the elderly can face.

Background

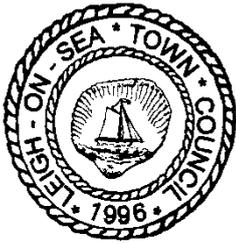
The statistics surrounding loneliness and quoted in the article make for stark reading. “According to the British Red Cross more than nine million people in the UK say they ‘often or always’ feel lonely” and this can be particularly prevalent for the elderly and those living alone who face more and more technology in the high street where once there was face to face contact. Again, as the article quotes “1.9 million older people often feel ignored or invisible”. It’s not only the elderly in our community that can experience loneliness it can also affect for example new mums, those new to the area, those recently bereaved.

Proposal

Leigh Community Centre offers a great venue for groups to meet in the many and varied classes on offer as well as the café. Having read this article my proposal is to extend that sense of community just outside our front door and make the bench already situated there on Elm Road, Leigh-on-Sea’s very own “Happy to Chat” bench complete with a plaque and our own invitation to the people of Leigh to “sit here if you don’t mind stopping to say hello.”

If agreed the bench could be promoted via LTC’s newsletter and website and in the Leigh Times. Perhaps LTC staff and councillors could commit to sitting on the bench once a month for a short time to promote and encourage conversation with local residents.

Thank you for considering this proposal. Should you wish to read the article in full I have passed it on to the Town Clerk.



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*

REPORT 2739/FS

Community Transport & Social Club Report

Community Transport

Due to the winter weather the Community Transport Scheme has not planned any trips for January or February. Before Christmas, Age Concern Southend – our current minibus provider – confirmed that any drivers we provided would have to be fully insured, this has prompted the M&PO to look into possible alternatives.

The M&PO has contacted local schools and other companies but so far, no other providers have been found. Age Concern Southend have also been contacted to confirm availability of their driver and minibus for the Spring months, but are yet to reply.

Possible trips that have been looked into include Barleylands Craft Village & Tiptree Tea Room, Battlesbridge Antiques Centre, Alton Garden Centre, Salvation Army Tea Rooms and Southend Pier & Pier Museum.

Social Club

The Social Club has been relaunched for 2020 at a new time slot of 2pm – 3.30pm and will now be housed in Room 3 twice a month. A number of activities have been planned in already for the year which can be seen below. The M&PO is working on filling the remaining slots.

Even though the sessions are more frequent, because each session is now only 90 mins long instead of 2 hours and in a smaller room, overall the cost for room hire is now cheaper over the year.

Social Club 2020 Schedule

- 5th Feb – Games, quizzes, and crafts
- 19th Feb – Talk by Carole Mulroney
- 4th March – Show & Tell
- 18th March – Shared Reading by Linda Mitchell
- 1st April – Easter Crafts
- 15th April – Bob's Barber Shop Boys Performance
- 6th May – VE Day Party
- 20th May – Elders Inspired Taster Session
- 3rd June - TBC
- 17th June - TBC
- 1st July - TBC
- 15th July - TBC
- 5th August – TBC
- 19th August - TBC
- 2nd September - TBC

- 16th September – Macmillan Coffee Morning
- 7th October – Active Aging Information Session
- 21st October – Avon Shopping Event
- 4th November – Remembrance Activities
- 18th November – Christmas Crafts
- 2nd December – Christmas Carols
- 16th December – Tudor Christmas Interactive Performance

The first session had 15 attendees, with many new visitors. We also had a representative attend from South Essex Advocacy Services who specifically works with the socially isolated in the Borough. She has added the group to her list of activities to let others know.

[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	£102,646.59	£ 28,853.41	78.06%	Leigh Community Centre	£ 30,594.88	£ 53,850.00	£ 37,295.79	£ 16,554.21	69.26%
LTC Use of LCC	£ 27,000.00	£ 27,000.00	£ -	100.00%	Community Centre Staffing		£ 128,464.00	£ 96,855.33	£ 31,608.67	75.39%
Friends of LCC		£ 345.92			Friends of LCC	£ 3,040.36		£ 2,451.27		
Allotments	£ 14,540.00	£ 15,514.80	-£ 974.80	106.70%	Allotments	£ 4,780.47	£ 26,737.00	£ 26,040.65	£ 696.35	97.40%
Community Facilities	£ 50.00	£ 20.83	£ 29.17	41.66%	Community Facilities	£ 13,434.65	£ 10,831.00	£ 9,595.07	£ 1,235.93	88.59%
Council H&WB Programmes	£ 16,150.00	£ 11,465.59	£ 4,684.41	70.99%	Council H&WB Programmes	£ 6,886.30	£ 43,357.00	£ 39,544.76	£ 3,812.24	91.21%
Environment Facilities & Services		£ 1,541.63			Environment Facilities & Services	£ 10,159.00	£ 24,050.00	£ 25,384.86	-£ 1,334.86	105.55%
					Community Partnership Programmes	£ 5,000.00	£ 6,500.00	£ 3,692.75	£ 2,807.25	56.81%
					Community Services Funding	£ 5,900.00	£ 5,400.00		£ 5,400.00	0.00%
					Committee Staffing		£ 13,376.00	£ 8,752.30	£ 4,623.70	65.43%
TOTAL COMMITTEE INCOME	£ 189,240.00	£158,535.36	£ 30,704.64	83.77%	TOTAL COMMITTEE EXPENDITURE		£ 312,565.00	£ 249,612.78	£ 62,952.22	79.86%

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	£ 102,646.59	£ 28,353.41	78.36%	Business Rates		£ 8,300.00	£ 8,101.50	£ 198.50	97.61%
LTC Building Contribution	£ 27,000.00	£ 27,000.00	£ -	100.00%	Insurance		£ 2,800.00	£ 2,647.28	£ 152.72	94.55%
Other Income	£ 500.00	£ -	£ 500.00	0.00%	Utilities		£ 15,450.00	£ 12,619.73	£ 2,830.27	81.68%
					Cleaning & Waste / H&S		£ 7,300.00	£ 6,070.21	£ 1,229.79	83.15%
TOTAL INCOME	£ 158,500.00	£ 129,646.59	£ 28,853.41	81.80%	Advertising		£ 1,000.00	£ -	£ 1,000.00	0.00%
					Building Security		£ 750.00	£ 363.46	£ 386.54	48.46%
					Miscellaneous		£ 2,250.00	£ 1,138.46	£ 1,111.54	50.60%
					Licences & Professional Fees		£ 3,000.00	£ 2,923.30	£ 76.70	97.44%
					IT & website		£ 1,000.00	£ 1,311.34	-£ 311.34	131.13%
					Contingencies		£ 2,000.00		£ 2,000.00	0.00%
					Day to Day Maintenance*		£ 10,000.00	£ 2,120.51	£ 7,879.49	21.21%
					TOTAL EXPENDITURE		£ 53,850.00	£ 37,295.79	£ 16,554.21	69.26%

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	£ 105.20	£ 2,394.80	1.72%
Leigh Site Rent	£ 3,500.00	£ 3,397.00	£ 103.00	97.06%	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	£ 1,516.36	£ 83.64	94.77%
					ASA Manchester Drive		£ 3,000.00	£ 3,000.00	£ -	100.00%
Manchester Drive Water	£ 1,750.00	£ 2,051.50	-£ 301.50	117.23%	ASA Marshall Close		£ 500.00	£ 500.00	£ -	100.00%
Leigh Water	£ 700.00	£ 826.00	-£ 126.00	118.00%	Capital Expenditure	£ 1,160.28	£ 1,000.00	£ -	£ 1,000.00	0.00%
Marshall Close Water	£ 90.00	£ 141.50	-£ 51.50	157.22%	Affiliations		£ 65.00	£ 55.00	£ 10.00	84.62%
					Water Rates		£ 3,000.00	£ 5,285.61	-£ 2,285.61	176.19%
Keys		£ 93.00	-£ 93.00		Keys & Refunds			£ 166.00	-£ 166.00	
Tenancy Deposits		£ 615.00	-£ 615.00		Tenancy Deposits			£ 440.00	-£ 440.00	
					MDAS Commission		£ 875.00	£ 976.06	-£ 101.06	111.55%
					Associated staffing costs		£ 13,197.00	£ 12,421.43	£ 775.57	94.12%
TOTAL INCOME	£ 14,540.00	£ 15,514.80	-£ 974.80	106.70%	TOTAL EXPENDITURE		£ 26,737.00	£ 26,040.65	£ 696.35	97.40%

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	£ 4,901.58	£ 1,598.42	75.41%		Community Day		£ 1,500.00	£ 635.10	£ 864.90	42.34%
Leigh Lights	£ 2,750.00	£ 2,876.68	-£ 126.68	104.61%		Carols on Strand Wharf		£ 1,000.00	£ 932.44	£ 67.56	93.24%
Farmers Market	£ 3,500.00	£ 2,354.00	£ 1,146.00	67.26%		Council events at LCC		£ 5,000.00	£ 5,583.20	-£ 583.20	111.66%
Community Transport	£ 2,500.00	£ 1,333.33	£ 1,166.67	53.33%		Other Events		£ -		£ -	
						Youth Market		£ 2,500.00	£ 1,979.16	£ 520.84	79.17%
TOTALS	£ 16,150.00	£ 11,465.59	£ 4,684.41	70.99%		Events Equipment		£ 500.00	£ 195.39	£ 304.61	39.08%
						SUB-TOTAL	£ 6,086.30	£ 10,500.00	£ 9,325.29	£ 1,174.71	88.81%
						Leigh Lights					
						Security		£ 6,400.00	£ 6,326.68	£ 73.32	98.85%
						Entertainment/Outside Assistance		£ 2,500.00	£ 3,075.00	-£ 575.00	123.00%
						Road Closures & Licences		£ 5,500.00	£ 5,784.32	-£ 284.32	105.17%
						First Aid, Cleaning & promotion		£ 1,250.00	£ 2,058.94	-£ 808.94	164.72%
						SUB-TOTAL		£ 15,650.00	£ 17,244.94	-£ 1,594.94	110.19%
						Farmers Market					
						Hall Hire		£ 900.00	£ 751.40	£ 148.60	83.49%
						Leaflets/Publicity		£ 500.00	£ 41.47	£ 458.53	8.29%
						Banners		£ 200.00	£ 23.00	£ 177.00	11.50%
						Miscellaneous		£ 100.00	£ 114.36	-£ 14.36	114.36%
						Staff Costs		£ 6,443.00	£ 6,103.55	£ 339.45	94.73%
						SUB-TOTAL		£ 8,143.00	£ 7,033.78	£ 1,109.22	86.38%
						Community Transport					
						Ticket Purchases		£ 1,500.00	£ 1,288.36	£ 211.64	85.89%
						Travel Costs		£ 750.00	£ 765.00	-£ 15.00	102.00%
						Driver Costs		£ 300.00	£ 100.00	£ 200.00	33.33%
						Refreshments		£ 700.00	£ 161.90	£ 538.10	23.13%
						CTA Membership		£ 280.00		£ 280.00	0.00%
						Miscellaneous		£ 100.00	£ 41.69	£ 58.31	41.69%
						Staff Costs		£ 5,434.00	£ 3,583.80	£ 1,850.20	65.95%
						SUB-TOTAL	£ 800.00	£ 9,064.00	£ 5,940.75	£ 3,123.25	65.54%
						TOTALS		£ 43,357.00	£ 39,544.76	£ 3,812.24	91.21%