



# 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 Doug Cracknell | **Vice Chairman:** Cllr Keith Evans

**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 5<sup>th</sup> April 2022** commencing at **7.30 pm.**  
at Leigh-on-Sea Community Centre, 71-73 Elm Road,  
Leigh-on-Sea, SS9 1SP

### **Committee Membership**

Cllrs: *David Bowry, Doug Cracknell, Keith Evans, Anita Forde (Chairman), Emma Mills, James Preston, Emma Smith and Andy Wilkins*

*Helen Symmons*

Helen Symmons PSLCC  
Town Clerk  
31<sup>st</sup> March 2022

**Any member who is unable to attend should send their apologies to the Town Clerk before the meeting**

## **AGENDA / BUSINESS TO BE TRANSACTED**

1. CHAIRMAN AND HOUSEKEEPING ANNOUNCEMENTS
2. APOLOGIES FOR ABSENCE
3. DECLARATIONS OF MEMBERS' INTERESTS
4. TO APPROVE MINUTES OF THE COMMUNITY & CULTURE COMMITTEE [8<sup>TH</sup> FEBRUARY 2022](#)
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#)) page 5

## **LEIGH COMMUNITY CENTRE**

### **7. FACILITIES REPORT DECISION ITEM**

The repair and maintenance program continues with the next phase being to redecorate the entrance arch. Quotes are being obtained. The windows in the first-floor corridor have now been replaced.

The previous Town Clerk installed wifi boosters at the Centre but it would seem that these are no longer working adequately especially when the Centre is busy. Two quotes have been obtained for installing 6 booster points in the Centre. They are similar schemes with one being installed by our current IT supplier at £1,455.49 and the other via a new supplier at a cost of £1,506.00. It is **RECOMMENDED** that our present supplier be used to install their recommended system, knowing the building and our communication systems.

8. BOOKINGS REPORT

It is hoped that bookings income for the financial year will reach £90,000. This is an incredibly promising recovery considering bookings didn't commence fully until July 2021. Wednesdays are our quietest day for room hire. The Donald Fraser Hall, Room 4 and Room 7 are our most popular rooms for hire.

9. LORNA & LOTTIE'S REPORT

The figures from February are still awaited.

10. ARTS GROUP REPORT

Susan and Kerry have signed the Artist in Residence Licence for 2022/23. The next meeting of the Arts Group is Tuesday 19<sup>th</sup> April at 6 p.m. Bookings are now being taken for the Art wall in to 2023 as it is proving so popular.

<b>ALLOTMENTS</b>
-------------------

11. ALLOTMENTS UPDATE

Manchester Drive Allotments

Some tree work had to be undertaken following the storms in February.

Four new plots were created from an area cleared to the north of the site on the Leigh side. We are slowly letting vacant plots but it is time consuming for staff without the support of an allotment society.

MDAS held their AGM 18<sup>th</sup> March and a committee of 13 are in place with a new Chairman. The Town Clerk met with the Chairman after their first Committee meeting and spoke about various items including waiting lists which still remain extensive. A plan is being formulated to work closer together administratively on this.

Marshall Close Allotments experienced some damage to their society shed but this is being fixed by them.

<b>COMMUNITY FACILITIES</b>
-----------------------------

12. SKATE PARK

The Town Clerk has chased for the outstanding work to be completed.

13. STRAND WHARF

A further memorial plaque has recently been installed. One of the plants in the large planters needs attention and this will be arranged.

14. PADDLING POOL

The grant funding agreement is ready to sign as soon as confirmation is received from Southend City Council regarding the Licence situation from Natural England and Environment Agency. Apparently, the Licences held for the initial build of the pool may not cover the repair work. The contractors are confident that they can start works before the end of April if the Licence scenario is clarified.

After the repairs, the pool will aesthetically look exactly the same but below the waterline it will have the addition of GRP (glass reinforced plastic) boards fixed to the timber to provide an extra level of waterproofing/futureproofing. A service flap will also be installed to allow for draining. This will be more robust than a 'bung' so should prevent people pulling it out and releasing the water unless it's for maintenance purposes.

## HEALTH & WELLBEING PROGRAMMES

### 15. EVENTS

The Town Clerk is delighted to report that she was successful in obtaining a grant from the National Lottery Awards for All to help fund all the Jubilee events happening:

Jubilee Community Day and Picnic at Bonchurch Park on Sunday 29<sup>th</sup> May – planning is underway although interest to attend from community groups is proving slow. There will be a camper van stage as well as childrens' entertainment and activities during the event.

Jubilee Tea Party for Over 60's – this is being organised with musical entertainment. With the grant award we can now offer the afternoon for free.

Jubilee Childrens' Activity – this will be in conjunction with Arts Ministry during the half term week and again will be a free event.

The first of the bunting workshops took place at the beginning of April with both sessions fully booked. Not all participants were from within the LTC boundary but as spaces are still available for one of the sessions on 10<sup>th</sup> April then residents still have the chance to book. Fabric donations have been received as well as a purchase of remnants from a local supplier.

### 16. FARMERS' MARKET

The first Friday market of the year was poorly attended by both stallholders and visitors due to Storm Eunice that day. Greater attendance was achieved on the next market day. Lots of craft stalls are on the waiting list which provides good options should food stall holders cancel. Additionally, the next Farmers Market will welcome a fresh cut flower stall with small hand painted vases for sale. Advertising has increased through the various social media platforms and staff are constantly uploading new pictures and information provided by stall holders. It is felt that numbers are not still back to pre-COVID levels though. It is being monitored whether more seasonal Farmers Markets on Saturdays will be a better idea in the future.

### 17. COMMUNITY TRANSPORT AND SOCIAL CLUB

Maternity Cover is now in place with training commenced. Two trips have been booked for the end of April and the end of June to Alton Garden Centre and a lunchtime concert at the Civic Centre.

The social club is now well attended with approximately 30 at each session. There are a good number of loyal volunteers and the partnership with the café is working well. Sessions through to mid-August have been arranged and include visits from Leigh Horticultural Society and Incredible Edible and an art demonstration from our Artist in Residence and a musicality session, a workshop which aims to improve the use of memory, language skills, support with mental health and social interaction.

### 18. CHILDREN'S SCHOOL HOLIDAY PROGRAMME

A dinosaur themed arts and crafts session took place in February half term. For Easter there will be a short series of events in the first week of the holidays. This will be a dance workshop, animal handling and circus skills workshop. All the sessions are fully booked. We have moved on to a different booking and admin system for the events which has reduced administration time for staff.

## ENVIRONMENT FACILITIES & SERVICES

### 19. CHRISTMAS LIGHTING

The Town Clerk will be meeting with Festive Lighting to finalise the displays.

**COMMUNITY PARTNERSHIP PROGRAMMES**

20. SPECIAL CONSTABLES

It is hoped that a new Special Constable will be joining Leigh soon to partner Special Constable Imbush. This volunteer is currently in the system in another area training but is due to move house and is keen to be in Leigh.

21. YOUTH CLUB AND YOUTH FORUM

A Youth Question time event was held 30<sup>th</sup> March. Cllr Forde will provide a verbal report at the meeting.

**COMMUNITY SERVICES FUNDING**

22. FIRST AID POST

Disappointingly the Town Clerk when chasing a response regarding demolition and rebuild status was advised that due to space in the building being taken up with a staircase, lift and WC that no stand-alone first aid room has now been included in the design. Apparently, there is to be a Foreshore office on the ground floor and Southend City Council are requesting that this shared space accommodate the provision of first aid. However, it is by no means a first aid facility and will only be for minor issues that the City Council would see at any of their outposts across the foreshore. Further details have been requested as St John Cadets were Leigh Town Council's first aid providers and this may not conform to their policies. Additionally, the Town Clerk has been advised that they could only come and use the facilities when the Foreshore Office has attendance during the summer months. They have advised that they would have it manned 10 am to 6 pm every day from May to September so there should be at least one of the Foreshore team on duty there to satisfy the Seaside Award criteria that Southend City Council work to. As St John's provided cover on Bank holiday weekends starting from Easter and weekends in the school holidays, again this may not work for them.

**FINANCE**

23. COMMITTEE BUDGET REPORT 2021/22 ([Appendix 2](#)) page 6

**COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2021/22**

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
C&C Committee 08-02-22	108. Arts Group	RESOLVED AIR for 2022/23, assistance with Art Wall exhibitions, Attic Room charge be waived for year, room hire charges for free lessons under AIR be waived for the year, recommend F&G approve grant for scholarship materials	08-02-22	Administration will take place to implement all aspects of the resolution	NFA	
C&C Committee 08-02-22	122. To Consider underspends	RESOLVED movements as per the list with recommendation to Council via F&G	08-02-22	Will be added to F&G agenda 1 <sup>st</sup> March for consideration	NFA	

<b>COMMUNITY &amp; CULTURE COMMITTEE</b>										
<b>INCOME</b>	Budget 2021/22	Income Received	Balance	% Received	<b>EXPENDITURE</b>	Earmarked Reserves	Budget 2021/22	Expenditure	Balance	% Spent
Leigh Community Centre	£ 60,000.00	£ 83,272.18	-£ 23,272.18	138.79%	Leigh Community Centre	£ 23,119.88	£ 54,400.00	£ 40,960.09	£ 13,439.91	75.29%
LTC Use of LCC (inc in room hire)	£ 10,000.00	£ -	£ 10,000.00	0.00%	Community Centre Staffing		£ 123,000.00	£ 124,008.46	-£ 1,008.46	100.82%
Friends of LCC		£ 578.00			Friends of LCC	£ 1,021.41		£ 494.61		
Allotments	£ 20,650.00	£ 19,220.00	£ 1,430.00	93.08%	Allotments	£ 7,280.47	£ 28,700.00	£ 23,754.53	£ 4,945.47	82.77%
Community Facilities	£ 1,000.00	£ 2,118.00	-£ 1,118.00		Community Facilities	£ 14,434.65	£ 10,650.00	£ 9,396.52	£ 1,253.48	88.23%
Council H&WB Programmes	£ 4,750.00	£ 7,186.23	-£ 2,436.23	151.29%	Council H&WB Programmes	£ 17,886.30	£ 35,900.00	£ 35,230.03	£ 669.97	98.13%
Environment Facilities & Services	£ 1,400.00	£ -			Environment Facilities & Services	£ 12,359.00	£ 18,162.00	£ 20,195.00	-£ 2,033.00	111.19%
					Community Partnership Programmes	£ 7,500.00	£ 5,000.00	£ 5,001.35	-£ 1.35	100.03%
					Community Services Funding	£ 2,788.00	£ 5,700.00	£ -	£ 5,700.00	0.00%
					Committee Staffing		£ 15,000.00	£ 10,215.11	£ 4,784.89	68.10%
<b>TOTAL COMMITTEE INCOME</b>	<b>£ 97,800.00</b>	<b>£112,374.41</b>	<b>-£ 14,574.41</b>	<b>114.90%</b>	<b>TOTAL COMMITTEE EXPENDITURE</b>		<b>£ 296,512.00</b>	<b>£ 269,255.70</b>	<b>£ 27,256.30</b>	<b>90.81%</b>