



Leigh-on-Sea Town Council

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Chairman: Cllr Caroline Parker
Vice Chairman: Cllr Paul Lawrence
Town Clerk: Paul Beckerson



MINUTES OF A MEETING OF THE LEIGH COMMUNITY CENTRE COMMITTEE HELD AT 7.30PM
ON WEDNESDAY 4th DECEMBER 2013 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD.
LEIGH-ON-SEA

Present Cllrs: Mark Bromfield (Chairman), Syrie Cox, Richard Herbert, Jerry Holden, Pat Holden, Paul Lawrence, Carole Mulrone, Caroline Parker (until Min 76), Cliff Passmore and David Stanley.

In attendance: Cllr John Wren, Paul Beckerson (Town Clerk)

The meeting opened at 7.30pm

67. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

68. APOLOGIES FOR ABSENCE

Cllr Geoff Crawford and Vanda Moyse (LCC Manager)

69. MINUTES OF MEETING HELD ON 6th NOVEMBER 2013

The minutes of 6th November 2013 were agreed as a correct record and signed by the Chairman.

70. DECLARATION OF MEMBERS' INTERESTS

There were none.

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

That in view of the confidential nature of the business to be transacted in agenda item 6 the public and press be temporarily excluded and they are instructed to withdraw (SO.1c) – (Contractual).

Start of Confidential Business

72. LCC CAFETERIA REPORT – Report 2297/TC (Confidential Appendix 1 to the agenda)

The Town Clerk took members through the report, outlining the options available and the recommendation in detail, he apologised for the lateness of the report but it was produced as a result of information received on Tuesday.

It is proposed that an independent community interest company be established, with two directors from the café and the Town Clerk to safeguard the Council's financial interest. It was also confirmed that Council staff and resources would not be called upon and that the Town Clerk was undertaking the role on a voluntary basis independent of the Council.

The Council were able to fund the new social enterprise, under its General Power of Competence in Sections 1 to 8 of the Localism Act 2011.

Cllr Mark Bromfield left the meeting; the Vice Chairman took the Chair

Advice has been taken from the Council's accountants as regards any VAT complications, they confirmed that as the proposed company would be a separate entity, loan funded by the Council there were none. The de minimis threshold of £77,000 would apply, and therefore VAT registration would not be required.

Loan Funding would be provided to the company as the need arose and against copies of invoices. The Town Clerk would report the amount and use of these funds on a monthly basis to the Committee. It was anticipated that the level of funding would be in the Region of £2,000 (Contingency Budget) with trading commencing in mid-January.

Infrastructure purchase and replacement (Report 2296/TC) would be the responsibility of LTC who would retain ownership, the sum of up to £2,500 from the Setup Budget would be used to affect this.

Cllr Mark Bromfield re-joined the meeting and took the Chair

An amendment was proposed to the recommendation replace 'setup a' with 'would support the establishment of' - Proposed Cllr Jerry Holden, Seconded Cllr Cliff Passmore.

The Committee **RESOLVED** to agree the amendment.

The Committee **RESOLVED** to agree the motion as amended.

The Committee **RECOMMENDED** to Council that it would support the establishment of a company as outlined in the Report 2297/TC to continue the café operation while investigating alternative expressions of interest.

73. EXTERNAL REVIEW, CONSIDERATION OF APPROPRIATE EXTERNAL REVIEWER AND COUNCILLOR ASSISTANCE (Confidential Appendix 2 to the agenda)

Members considered the alternatives and **RESOLVED** to approach the RCCE to provide a cost to undertake the review. The provider would be asked to scope what data was needed to undertake a meaningful review and that this would be provided by the Council.

End of Confidential Business

74. REVISED SPECIFICATION FOR EXTERNAL REVIEW (Appendix 1 to the agenda)

Members considered the revised draft; the following amendments to the wording were proposed:

- In the second paragraph replace 'projections' with 'objectives'
- In the third paragraph after 'community' replace 'project' with 'service'
- In the third paragraph, third line replace 'preferably' with 'aim'
- In areas to be looked at add 'Social Value and Benefit'

The Committee **RESOLVED** to agree the amendments and approve the Specification for use in the external review.

75. COMMUNITY CENTRE MANAGER'S REPORT – Report 2290/VM (Appendix 2 to the agenda)

A Councillor asked when it was envisaged that the Marketing Plan would be presented to Committee for consideration. The LCC Manager would be asked to respond.

The use of the Attic space was raised and assurances given that full H&S risk assessments would be carried out and that a third party written opinion would be sought to confirm this.

Report 2267A/VM Council Chamber – The Vice Chairman took members through the report to agree the way forward.

- Chairs – It was agreed to obtain a price to provide antimacassars for the chairs with a printed LTC logo.

- The proposed pictures were agreed and that they should be colour.
- Noticeboard – The suggestions were approved.
- The Committee agreed to a projector, Cllr Cliff Passmore offered to fund the £400 to provide it.
- Refreshments – It was agreed that coffee would be provided at full Council meetings and that flasks would be purchased to dispense it.
- Council Chamber Sign – It was agreed to obtain a price for a wooden sign with logo and a brushed steel version.

The Committee **noted** the report.

76. ADDENDUM TO LCC MANAGER'S REPORT 2290/VSM

Cllr Caroline Parker left the meeting

Members **RESOLVED** to agree the proposals in the report. The Committee requested that the LCC Manager provide a scheme of discounts that could be applied to areas and rooms within the LCC to encourage use at quiet times.

77. MOTIONS FROM COUNCILLORS – VISION FOR THE FUTURE OF THE COMMUNITY CENTRE – Report 2286 (Appendix 3 to the agenda)

Cllr Richard Herbert presented the motion to the Committee for consideration emphasising the need to investigate and form a long term view regarding the future of the site and to negotiate a long term lease for the LCC.

Members generally agreed with the tenor of the motion, but raised queries regarding the last part 'prepares a bid'.

An amendment was proposed by Cllr Carole Mulroney, seconded by Cllr David Stanley.

Replace 'prepares a bid' with 'Prepares a strategy for securing the long term future of the building as a Community Centre for the people of Leigh with options as to how this would be achieved'.

The Committee **RESOLVED** to agree the amendment. The amended motion was then put to the vote.

That this committee recommends to F&GPC and Council that Leigh Town Council:

- **establishes a vision for the future of the Community Centre;**

and that Officers and Councillors

- **create a new business plan including:-**

1. identification of current and future uses
2. establishment of required changes / improvements to the existing building
3. a financial viability study (operational/capital)
4. identification of sources of finance (grant/donation/s106/precept)
5. an assessment of the social impact of the project
6. consultation and assessment of the continuing support for the project if the original consultation becomes invalid
7. establishment of a time scale

and that the council

- **liaises with SBC and other community groups;**
- **Prepares a strategy for securing the long term future of the building as a Community Centre for the people of Leigh with options as to how this would be achieved**

The Committee **RECOMMENDED** the motion to Council.

78. TO SUBSCRIBE AND BECOME MEMBERS OF THE RCCE

The Committee **RESOLVED** to become members of the RCCE at a cost of £48.

79. BUDGET REPORT – Report 2295/LCC – (Appendix 4 to the agenda)

It was **agreed** to remove the existing salary apportionment column from the Cash Flow Report recognising that it would no longer relate to the original consultation proposals regarding the added cost of running the LCC.

The reports were **noted**.

The meeting closed at 9.40pm