



Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Syrie Cox
Town Clerk: Paul Beckerson



MINUTES OF A MEETING OF THE LEIGH COMMUNITY CENTRE COMMITTEE HELD AT 7.30PM ON WEDNESDAY 5th NOVEMBER 2014 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Jerry Holden (Chairman), Geoff Crawford (until Min 53), Syrie Cox, Richard Herbert, Pat Holden, Paul Lawrence (until Min 55), Carole Mulroney, Caroline Parker (until Min 52), David Stanley (until Min 55) and Ros Coffey (LCC Manager)

In attendance: Paul Beckerson (Town Clerk) (until Min xx)

The meeting opened at 7.30pm

46. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting and hoped that the fireworks would remain outside the meeting.

47. APOLOGIES FOR ABSENCE

Cllr Patsy Ryan

48. MINUTES OF MEETING HELD ON 1st OCTOBER 2014

The minutes of the meeting of 1st October 2014 were agreed as a correct record and signed by the Chairman.

49. DECLARATION OF MEMBERS' INTERESTS

There were none

50. COMMUNITY CENTRE MANAGER'S REPORT – Report 2430/RC (Appendix 1 to the agenda)

The LCC Manager took members through the report, highlighting certain aspects and answered questions relating to it.

Staffing: A spreadsheet was circulated to members outlining the shortfall of caretaker hours and that an Ad-Hoc Caretaker had not been recruited as there had been no expressions of interest.

The LCC Manager suggested that the way forward would be to recruit an additional 20 hour Caretaker to address the current shortfall.

It was therefore proposed that the post of a 20 hour Part-Time Caretaker be advertised and recruited. Proposed Cllr Jerry Holden; Seconded Cllr David Stanley.

The Committee **RESOLVED** to recruit a 20 hour Part-Time Caretaker.

A proposal was put that the £3,000 cost be funded in 2014/15 by increasing the Income Budget by £2,000 and decreasing the Internal Maintenance Budget by £1,000; the cost for 2015/16 had already been included in the budget. Proposed Jerry Holden; Seconded Cllr Pat Holden.

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

The Committee **requested** that future reports include an updated list of Committee decision actions.

The Committee **noted** the report.

51. ELSIE'S PLACE FINANCIAL REPORT – Report 2429/PB (Appendix 2 to the agenda)

Subsequent to the decision in minute 38 of the meeting of 24th September 2014 a query arose as to whether the £600 one off shortfall payment was still current.

A proposal was put that £600 should remain available until the end of the year. Proposed Cllr Carole Mulroney; Seconded Cllr David Stanley.

A recorded vote was requested:

For the proposal: Cllrs Syrie Cox, Geoff Crawford, Richard Herbert, Carole Mulroney and David Stanley (5)

Against the proposal: Cllrs Jerry Holden, Pat Holden, Paul Lawrence and Caroline Parker (4)

The Committee therefore **RESOLVED** to agree the proposal.

The report was **noted**.

The Committee agreed that the cost of the replacement projector for the Lower Hall would remain within the Equipment & Fittings budget head.

52. BUDGET REPORT – Report 2426/LCC – (Appendix 3 to the agenda)

The Committee **RESOLVED** to amend the budget deficit total to include the brought forward figures and the Cafeteria income. Proposed Cllr Jerry Holden; Seconded Cllr David Stanley (Attached as Appendix 1)

The Community Centre Manager circulated a graph illustrating an invoiced income comparison between 2013 and 2014 (Attached as Appendix 2). This graph was welcomed by Members and it was agreed that it should be included in all future Manager's reports

The reports were **noted**.

53. TO APPROVE VIREMENT FROM CONTINGENCY TO EQUIPMENT & FITTINGS BUDGET.

The Committee **RESOLVED** not to agree the proposed virement relating to the replacement projector.

Cllr Caroline Parker left the meeting

54. LCC BUDGET FOR 2015/16 – (Appendix 4 to the agenda)

The Van Lease item was removed from the budget pending further information.

The Hiring Income figure provided for a Hiring fee increase and increased utilisation of the building.

The Chairman had circulated proposals for the three year budget process, including future maintenance and major refurbishment projects.

Cllr Geoff Crawford left the meeting

Members **agreed** to add £10,000 in the second year 2016/17 for a Female Toilet Refurbishment.

A proposal was put to add a £30,000 Structural Sinking Fund and a Major Refurbishment Budget of £59,000 to the 2015/16 Budget. Proposed Cllr Jerry Holden; Seconded Cllr David Stanley.

The Committee **RESOLVED** to recommend the budget (attached as Appendix 3) to F&GPC for consideration

55. 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 item 55 the public and press be temporarily excluded and they are instructed to withdraw (SO.3(d)) - (contractual)

56. REPORT BACK OF MEETING WITH SBC REGARDING CONTRACTURAL MATTERS – Confidential Appendix 1 – LCC Manager

The Town Clerk declared a pecuniary interest and left the meeting

The Chairman reported back on the meeting and explained the options to be considered. Members discussed the options in some depth.

Cllr David Stanley left the meeting

It was suggested that a renewal period of 6 months would be an appropriate period.

Cllr Paul Lawrence left the meeting

A proposal was put:

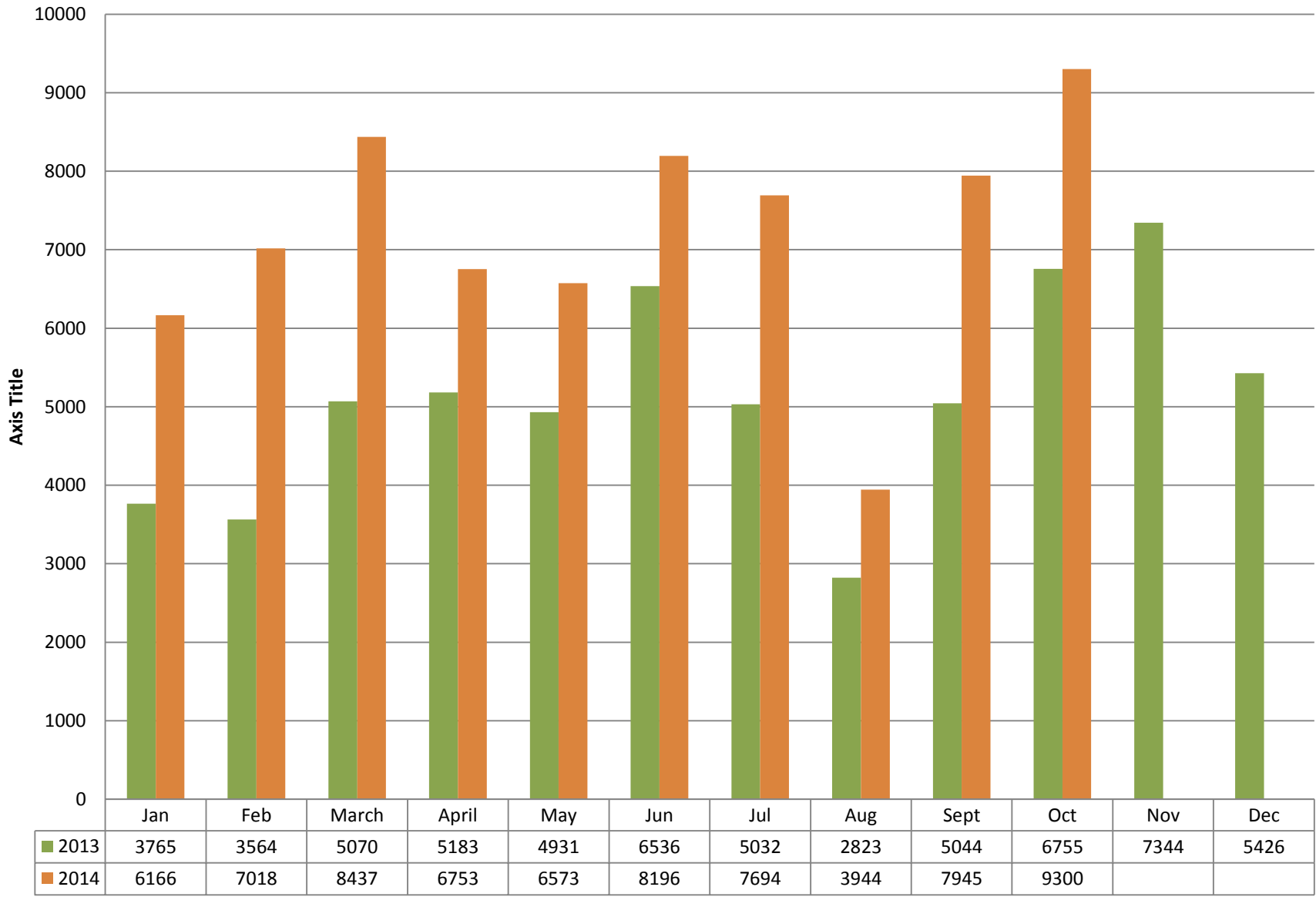
That the licence to Elsie's Place CIC be renewed for a further period of six months subject to conditions to be decided by the Cafeteria Working Party. Proposed Cllr Carole Mulroney; Seconded Cllr Richard Herbert

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

The meeting closed at 10.40pm

| Budget 2014/15 | B/F 2013/14 | Income Budget | Income to Date | Expenditure Budget | Spent to Date | Committed | Balance | % Spent |
|------------------------------|-------------------|--------------------|-------------------|-------------------------|-------------------|--------------|-------------------|--------------|
| Hiring Income | | £77,000.00 | £43,427.41 | | | | £33,572.59 | 56.40 |
| LTC Contribution | | £23,500.00 | £23,500.00 | | | | £0.00 | 100.00 |
| Bursary Fund | | £1,000.00 | £392.06 | | | | £607.94 | 39.21 |
| | £0.00 | £101,500.00 | £67,319.47 | £0.00 | £0.00 | £0.00 | £34,180.53 | 66.32 |
| Friends Fund Raising* | £1.62 | | £1,241.00 | | £0.00 | | £1,242.62 | 0.00 |
| Elsie's Place C.I.C. | £1,700.00 | | £50.00 | £0.00 | | | £1,650.00 | |
| Rates | | | | £7,800.00 | £5,440.50 | | £2,359.50 | 69.75 |
| Gas | | | | £7,500.00 | £1,304.71 | | £6,195.29 | 17.40 |
| Electric | | | | £5,500.00 | £3,480.02 | | £2,019.98 | 63.27 |
| Water | | | | £1,200.00 | £820.08 | | £379.92 | 68.34 |
| Catering | | | £1,040.55 | £0.00 | £981.09 | | £59.46 | |
| Communications | | | | £2,000.00 | £812.78 | | £1,187.22 | 40.64 |
| Cleaning | | | | £900.00 | £849.73 | | £50.27 | 94.41 |
| Waste Removal Washroom Serv. | | | | £3,000.00 | £1,127.93 | | £1,872.07 | 37.60 |
| Janitorial Costs | | | | £0.00 | £337.50 | | -£337.50 | |
| Insurance | | | | £2,800.00 | £2,702.34 | | £97.66 | 96.51 |
| Advertising | | | | £2,500.00 | £0.00 | | £2,500.00 | 0.00 |
| Security / Alarms | | | | £1,000.00 | £995.14 | | £4.86 | 99.51 |
| Internal Maintenance | | | | £9,000.00 | £1,832.11 | | £7,167.89 | 20.36 |
| External Maintenance | | | | £6,500.00 | £311.35 | | £6,188.65 | 4.79 |
| Miscellaneous | | | | £2,000.00 | £620.51 | | £1,379.49 | 31.03 |
| Licences | | | | £1,000.00 | £446.58 | | £553.42 | 44.66 |
| IT | | | | £1,600.00 | £412.35 | | £1,187.65 | 25.77 |
| Contingencies | | | | £2,000.00 | £0.00 | | £2,000.00 | 0.00 |
| Salaries / Payroll | | | | £109,494.52 | £53,329.82 | | £56,164.70 | 48.71 |
| Community Centre EMR | £13,063.60 | | | £0.00 | £12,423.00 | | £640.60 | 0.95 |
| Equipment & Fittings | £2,100.68 | | | £2,500.00 | £2,338.27 | | £2,262.41 | 50.82 |
| Totals | £15,164.28 | £101,500.00 | £68,360.02 | £168,894.52 | £90,565.81 | £0.00 | £94,533.54 | 49.20 |
| * Accounted for Separately | | | | Net Spend less Salaries | | -£31,124.03 | | |
| | | | | Net Spend | | £22,205.79 | | |
| | | | | Net Spend Less B/F | | £7,041.51 | | |

Invoiced Income 2013 - 2014



Sheet 9

LCC Budget 2015/16

| | Income Budget | Expenditure Budget |
|--------------------------------|----------------------|---------------------------|
| Hiring Income | £90,000.00 | |
| LTC Building Contribution | £25,000.00 | |
| Bursary Fund | £1,400.00 | |
| Rates | | £8,000.00 |
| Gas | | £7,500.00 |
| Electric | | £7,000.00 |
| Water | | £1,700.00 |
| Catering | | £0.00 |
| Communications | | £1,500.00 |
| Cleaning Materials Etc. | | £1,000.00 |
| Waste Removal / Washroom Serv. | | £3,200.00 |
| Insurance | | £2,800.00 |
| Advertising | | £2,500.00 |
| Security / Alarms | | £1,200.00 |
| Internal Maintenance | | £10,000.00 |
| External Maintenance | | £6,500.00 |
| Miscellaneous | | £2,000.00 |
| Licences | | £1,000.00 |
| IT | | £1,000.00 |
| Janitorial Costs | | £500.00 |
| Contingencies | | £2,000.00 |
| Salaries / Payroll | | £128,308.00 |
| Equipment & Fittings | | £3,000.00 |
| Major Refurbishment Budget | | £59,000.00 |
| Structural Sinking Fund | | £30,000.00 |
| Totals | £116,400.00 | £279,708.00 |

Net Deficit

£163,308.00

| Leigh Community Centre - Three Year Forecast | | | | | | |
|---|------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | Note | 2013/2014 | 2014/2015 | 2015/2016 | 2016/2017 | 2017/2018 |
| | | outturn | budget | | | |
| Income | | | | | | |
| Hiring Income | 1. | £70,636 | £75,000 | £90,000 | £105,000 | £112,500 |
| LTC Contribution | | £23,500 | £23,500 | £25,000 | £25,000 | £25,000 |
| Bursary Fund | | £329 | £1,000 | £1,400 | £1,400 | £1,400 |
| Total Income | | £94,465 | £99,500 | £116,400 | £131,400 | £138,900 |
| Expenditure | | | | | | |
| Rates | | £7,623 | £7,800 | £8,000 | £8,160 | £8,323.20 |
| Gas | | £6,609 | £7,500 | £7,500 | £7,650 | £7,803.00 |
| Electric | | £7,010 | £5,500 | £7,000 | £7,140 | £7,282.80 |
| Water | | £1,616 | £1,200 | £1,700 | £1,734 | £1,768.68 |
| Catering | | £1,090 | - | - | - | - |
| Communications | | £1,095 | £2,000 | £1,500 | £1,530 | £1,560.60 |
| Cleaning | | £879 | £900 | £1,000 | £1,020 | £1,040.40 |
| Waste removal | | £3,166 | £3,000 | £3,200 | £3,264 | £3,329.28 |
| Janitorial costs | | £393 | - | - | - | - |
| Insurance | | £2,778 | £2,800 | £2,800 | £2,856 | £2,913.12 |
| Advertising | | £600 | £2,500 | £2,500 | £2,550 | £2,601.00 |
| Security | | £1,111 | £1,000 | £1,200 | £1,224 | £1,248.48 |
| Internal Maintenance | | £13,246 | £10,000 | £10,000 | £10,200 | £10,404.00 |
| External Maintenance | | £975 | £6,500 | £6,500 | £6,630 | £6,762.60 |
| Miscellaneous | | £1,072 | £2,000 | £2,000 | £2,040 | £2,080.80 |
| Licences | | £145 | £1,000 | £1,000 | £1,020 | £1,040.40 |
| IT | | £56 | £1,600 | £1,000 | £1,020 | £1,040.40 |
| Contingencies | | £0 | £2,000 | £2,000 | £2,040 | £2,080.80 |
| Payroll | 2. | £86,882 | £106,494 | £128,300 | £130,866 | £133,483.32 |
| Equipment & Fittings | 3. | £7,461 | £2,500 | £3,000 | £3,060 | £3,121.20 |
| LTC Van (1/3 of cost) | | - | - | | | |
| Total Expenditure | | £143,807 | £166,294 | £190,200 | £194,004 | £197,884 |
| Net Loss | | £49,342 | £66,794 | £73,800 | £62,604 | £58,984 |

| Suggested additional major items of expenditure | | | |
|--|-----------------|-----------------|----------------|
| Cumulative Structural Fund for major repairs | £30,000 | £30,000 | £30,000 |
| Repair and refurbishment of gents toilets (LGF) | £14,000 | | |
| New 'lino' flooring in room 1 | £2,000 | | |
| Repairs to lattern roof | £15,000 | | |
| Individual radiator temperature controls throughout building | £9,500 | | |
| Air-conditioning in lower hall | £15,000 | | |
| Accoustic shutters in lower hall | £3,500 | | |
| Repair and refurbishment of ladies toilets (LGF) | | £10,000 | |
| Replacement stacking chairs (100 @ £50 each) | | | £5,000 |
| Replacement folding tables (25 @ £100 each) | | | £2,500 |
| Total major items | £89,000 | £40,000 | £37,500 |
| | | | |
| Net Loss - adjusted for suggested major items | £162,800 | £102,604 | £96,484 |

Notes:

| | 2013/2014 | 2014/2015 | 2015/2016 | 2016/2017 | 2017/2018 |
|--|------------------|------------------|------------------|------------------|------------------|
| 1. Increase in utilisation to | 36% | % 40 | % 50 | % 60 | % 60 |
| Additional income from increased utilisation | | | £7,500 | £15,000 | £15,000 |
| Increase room hire prices each year by 10% | | | £7,500 | £15,000 | £22,500 |
| Additional income from inceased utilisation and prices | | | £15,000 | £30,000 | £37,500 |
| 2. Payroll: Existing staff + agreed 2.5% uplift | | | £117,190 | | |
| One extra p/t caretaker to support extra usage | | | £11,110 | | |
| | | | <u>£128,300</u> | | |
| 3. Equipment & Fittings including: | | | <u>£3,000</u> | | |
| Projector and screen for 4 additional rooms | | | | | |