



# Leigh-on-Sea Town Council

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Chairman: Cllr Jane Ward  
Vice Chairman: Cllr Valerie Morgan  
Town Clerk: Helen Symmons

MINUTES OF A MEETING OF COMMUNITY FACILITIES COMMITTEE  
HELD ON 5<sup>TH</sup> DECEMBER 2017  
AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney (Chairman), Ron Owen (Vice Chairman), Jill Healey, Richard Herbert, Valerie Morgan, Declan Mulroney, Vivien Rosier and Jane Ward (from minute 59)

In attendance: Helen Symmons (Town Clerk) and Graham Davison (Facilities Manager)

<b>MINUTES</b>
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***The meeting opened 7.30pm***

53. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all and wished to congratulate all the staff for all the Community Centre events they have organised. The Christmas Craft Fayre was a great success and the hard work which the Assistant Proper Officer had put in was acknowledged.

54. APOLOGIES FOR ABSENCE

Cllr: Donald Fraser

55. DECLARATION OF MEMBERS' INTERESTS

***Cllr Carole Mulroney declared a non-pecuniary interest in Agenda items that related to Leigh Town Council facilities where SBC are landlords in her capacity as a Southend Borough Councillor. She also declared a non-pecuniary interest in Agenda item 8 as a Committee member of the Leigh Society.***

***Cllr Declan Mulroney declared a non-pecuniary interest in Agenda item 8 as a Committee member of the Leigh Society.***

56. APPROVAL OF MINUTES OF THE MEETING OF 3<sup>RD</sup> OCTOBER 2017

The minutes of the meeting of 3<sup>rd</sup> October 2017 were agreed and signed by the Chairman as a true and accurate record of the meeting.

57. PUBLIC REPRESENTATIONS

There were none

58. TOWN CLERK'S REPORT

The Committee **NOTED** the report.

59. ACTION PLAN – **Agenda item 7**

Considerable discussion took place with regard to certain points and presentation of the plan.

The Committee **RESOLVED** the presented Action plan for **RECOMMENDATION TO P&R Committee.**

<b>COMMUNITY FACILITIES</b>
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60. STRAND WHARF – **Agenda item 8**

The Committee **NOTED** the report and the Town Clerk provided an update with regard to quotes received to repair the flag pole. In response to a query with regard to the lighting on the Wharf, the Facilities Manager was able to advise that this was due to the originally installed digital programmer being faulty and the matter was being addressed.

The Committee **RESOLVED** to proceed with the quote for £495 + VAT to repair the Strand Wharf flag pole from the Strand Wharf maintenance budget.

## 61. SKATE PARK

The Committee **NOTED** the report.

<b>COMMUNITY CENTRE</b>
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## 62. ARTS GROUP

The Committee **NOTED** the report. It was further reported that Cllr Bromfield has withdrawn from the group but that Cllr Forde will be joining the group.

## 63. REPORT ON ADMINISTRATION

The Committee **NOTED** the report and made comment on the excellent work of the Bookings/Administrative Assistant.

## 64. FACILITY MANAGER'S REPORT

The Committee **NOTED** the report and were pleased with the improvement to energy performance.

## 65. LORNA AND LOTTIE'S REPORT

The Town Clerk provided a verbal update on the 3<sup>rd</sup> quarter figures which whilst a small loss was better than the previous year for the same quarter:

	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
Turnover	£17,676	£18,514	£13,601	
Salaries	£9,539	£10,800	£9,913	
Quarterly surplus	£2,070	£2,017	(£358)	
Licence fee to LTC	£1,035	£1,008	0.00	

## 66. LCC SUB-COMMITTEE

The Committee **NOTED** the information.

<b>FINANCIAL</b>
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## 67. COMMITTEE BUDGET REPORT

The Committee **NOTED** the reports.

## 68. COMMUNITY CENTRE INCOME

The Committee **NOTED** the report. The Town Clerk explained why she thought that the projected income would not meet the budget set for the current year which the Committee acknowledged.

**CONFIDENTIAL**

69. MOTION TO EXCLUDE PUBLIC – THE PUBLIC BODIES (Admission to Meetings) ACT 1960

The Committee **RESOLVED** that in view of the business to be transacted, the public and press be excluded and instructed to withdraw – SO3(d) – contractual.

70. OUTSTANDING DEBTOR – **Agenda item 18**

The Committee **RESOLVED** That the Assistant Responsible Finance Officer proceed with the first stages of Money Claim Online. The matter will be reviewed again if the debtor does not respond to this initial action.

***The meeting closed at 8.15 p.m.***