



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 COMMUNITY FACILITIES COMMITTEE 6 th FEBRUARY 2018 LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA
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Present: Cllrs: Carole Mulroney (Chairman), Ron Owen (Vice Chairman), Jill Healey, Valerie Morgan, Declan Mulroney, Vivien Rosier and Jane Ward

In attendance: Cllr Caroline Parker plus Helen Symmons (Town Clerk) and Graham Davison (Facilities Manager)

The meeting opened 7.30pm

71. CHAIRMAN'S OPENING REMARKS

As it had been 100 years since some women were granted the vote in the country, the Chairman highlighted the fact that in 1908 Mary Spencer Warren stood for the Leigh on Sea Urban District Council. Even though she did not have the right to vote, she was allowed to stand for Council. Unfortunately it was unknown as to whether she got in as the papers thereafter had been lost. The necessary housekeeping announcements were made.

72. APOLOGIES FOR ABSENCE

Cllrs: Donald Fraser and Richard Herbert

73. 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 9 as a Committee member of the Leigh Society.

Cllr Declan Mulroney declared a non-pecuniary interest in Agenda item 9 as a Committee member of the Leigh Society.

74. APPROVAL OF MINUTES OF THE MEETING OF 5TH DECEMBER 2017

The minutes of the meeting of 5th December 2017 were agreed and signed by the Chairman as a true and accurate record of the meeting.

75. LCC COMMITTEE MEETING 10TH JANUARY 2018 – **Agenda Item 5**

The Committee **NOTED** the minutes and **RESOLVED** the recommendations that had been made as follows:

- a) That the Committee continue with the Johnson Gillies design as the preferred option and that a measured survey be undertaken.
- b) That Johnson Gillies instruct the local company to undertake the measured survey at a cost of £3110 + VAT

The Committee further **RESOLVED** to vire £3110 from EMR CC Refurbishment & Equipment to P&R Professional fees budget to pay for the measured survey.

76. REPAIRS AND MAINTENANCE – Agenda Item 6

The Facilities Manager gave a presentation of the deterioration to the Community Centre resulting from water damage because of the dilapidated roof and lantern light areas and the issues with regard to the pigeon problem.

The Committee recognised the seriousness of the situation and the Town Clerk presented a report relating to repair expenditure and internal funding provision available to tackle the identified works needing attention firstly in the budget years 2018/19 – 2019/20 and then beyond.

The Committee Chairman explained that the measured survey may not be received in time for the P&R meeting 6th March, hence the recommendation to progress the matter direct to Council if CFC passed the motion. As the Chairman of Council expressed that she would not agree on the matter under Standing Order 10(c) with the Proper Officer, following a proposal (Cllr C Mulrone, seconded Cllr Morgan) the Committee **RESOLVED** that it would submit any recommendation to an Extra Ordinary Meeting of P&R Committee if necessary (the recommendations being the sole items on the Agenda).

The Committee **RESOLVED** that a repair budget of £389,984.63 be **RECOMMENDED to P&R Committee and then Council** to undertake the Phase 1 repair works identified by the Town Clerk and Johnson Gillies. This budget to be funded as follows to a separate project fund:

Capital Reserve	£138,407.95
Major Project budget 2018/19	£50,000.00
Major Project budget 2019/20	£50,000.00
CC Infrastructure Costs EMR & budget 2018/19	£35,576.68
CC External Maintenance EMR & budget 2018/19 & 19/20	£88,000.00
CC Internal Maintenance EMR & budget 2018/19 & 19/20	<u>£28,000.00</u>
TOTAL	<u>£389,984.63</u>

The Committee **RESOLVED** that advice be sought on the VAT implications for the project.

77. PUBLIC REPRESENTATIONS

There were none

78. TOWN CLERK'S REPORT

The Committee **NOTED** the report and the Town Clerk provided an update on the outstanding debtor position. If it was confirmed that the debtor was still in residence at the address held for them, then a Judgement request would be made.

COMMUNITY FACILITIES
79. STRAND WHARF

The Committee **NOTED** the report

80. SKATE PARK – Agenda Item 10

The Committee **NOTED** the minutes and **RESOLVED to RECOMMEND to P&R Committee and then Council** that 200mm concrete works be the preferred option at a budget of £30,000. A funding request from Capital Reserves for the project would be confirmed at the meetings subject to eligibility for grant funding from Sports England.

COMMUNITY CENTRE

81. ARTS GROUP

The Committee **NOTED** the report.

82. REPORT ON ADMINISTRATION

The Committee **NOTED** the report and the Town Clerk highlighted how busy the Bookings Administrator had been of late with all staff assisting where possible to assist with the workload.

83. FACILITY MANAGER'S REPORT – **Agenda Item 13**

The Committee **RESOLVED** the budget of £2,500 from the LCC External Maintenance budget for a full clean and solution to the pigeon problem and that the Facilities Manager in consultation with the Town Clerk and Chairman of the Committee undertake this matter with appropriate contractors following updated quotes.

84. LORNA AND LOTTIE'S REPORT

The Committee **NOTED** the report

85. CAFÉ LICENCE – **Agenda Item 15**

The Committee **NOTED** the information and **RESOLVED** that the Town Clerk be authorised to renew the Licence following the annual review meeting with the Licensee and Chairman of CFC Committee.

FINANCIAL

86. COMMITTEE BUDGET REPORT

The Committee **NOTED** the reports.

87. TO CONSIDER ANY UNDERSPENDS IN 2017/18 BUDGET THAT THE COMMITTEE WISH TO EARMARK AS A RESERVE – **Agenda Item 17**

The Committee **RESOLVED with RECOMMENDATION to P&R Committee** the movement in Earmarked Reserves as per the Agenda item.

88. COMMUNITY CENTRE MEDIUM TERM FINANCIAL PLAN

The Committee **NOTED** the information.

89. DEBTOR POLICY FOR LEIGH COMMUNITY CENTRE – **Agenda item 19**

The Committee **RESOLVED** the Policy.

The meeting closed at 8.27 p.m.