



# Leigh-on-Sea Town Council



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Chairman: Cllr Valerie Morgan  
Vice Chairman: Cllr Jill Healey  
Town Clerk: Helen Symmons

MINUTES OF A MEETING COMMUNITY FACILITIES COMMITTEE  
4<sup>TH</sup> DECEMBER 2018  
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Gerry Glover, Valerie Morgan, Carole Mulroney (Chairman), Ron Owen and Vivien Rosier.

In attendance: Hannah Mumford (Bookings Administration Assistant)

***The meeting opened 7.30pm***

45. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the meeting and made the appropriate housekeeping announcements.

46. APOLOGIES FOR ABSENCE

Cllrs: Keith Evans, Anita Forde, Jill Healey (Vice Chairman) and Declan Mulroney.

47. 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.***

48. APPROVAL OF MINUTES OF THE MEETING OF 2<sup>ND</sup> OCTOBER 2018

The minutes of the meeting of 2<sup>nd</sup> October 2018 were **AGREED** and signed by the Chairman as a true and accurate record of the meeting.

49. APPROVAL OF FINAL MINUTES OF THE TWO SUB-COMMITTEES DISSOLVED

The minutes of the two final meetings of the dissolved Sub-Committees were **AGREED** and signed by the Chairman as a true and accurate record of the meeting.

50. PUBLIC REPRESENTATIONS

There were none.

51. TOWN CLERK'S REPORT

The Committee **NOTED** the report.

**COMMUNITY FACILITIES**

52. SKATE PARK

The Committee **NOTED** the report.

**COMMUNITY CENTRE**

53. ARTS GROUP REPORT

The Committee **RESOLVED** to contact the Arts Group members to finalise a date for the next Arts Group meeting.

54. REPORT FROM BOOKINGS ADMINISTRATION ASSISTANT

The Committee **NOTED** the report.

55. FACILITIES REPORT

The Committee **NOTED** the report. The committee thought the skylights and windows in Room 5, Room 6 and Room 7 should be reviewed as some need cleaning and others do not open. The committee noted how effective the new Lantern Light in the foyer looks.

56. LORNA AND LOTTIE'S REPORT

The Committee **NOTED** the report and reviewed the up to date figures that were presented at the meeting. [Appendix 1](#)

<b>FINANCIAL</b>
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57. COMMITTEE BUDGET REPORT

The Committee **NOTED** the report and reviewed the up to date figures that were presented at the meeting. [Appendix 1](#)

***The meeting closed at 7.46 p.m.***

Town Clerk's update to the Agenda reports:

### **Community Centre Roof repairs**

Whilst the main body of the building work is complete and the restored lantern light now in place, the Town Clerk and Facilities Manager requested further testing of the flat roof before the new covering was laid. This established that as expected saturated timbers were found and areas of completely rotted timbers surrounding the box gutter. Water has been trapped beneath the roof covering and leaking over a long period of time.

This is essential work and therefore the contractor has been instructed to remedy this prior to the application of the Proteus covering. The additional cost of £5,191.27 does not affect the overall project budget as already other works have come in under budget e.g. repointing, installation of heating valves etc.

### **Café**

	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
Turnover	19,997.03	16, 997.54	15329.74	
Salaries	10,171.26	11,292.33	10148.77	
Quarterly surplus	3,642.16	776.73	926.49	
Licence fee to LTD	1,821.08	388.86	463.25	

For the first time the café made a profit over the summer and remains busy. A forecasted record profit is expected for 2018 and this is the result of hard work from the café staff and quality of food under testing circumstances given the building work and the loss of 10 covers.

### **LCC Budget**

Apologies to the Committee but the incorrect LCC financials were posted to the Agenda. Below is the correct and up to date figures:

COMMUNITY CENTRE DETAILED BUDGET					2018/19					
INCOME	Budget 2018/19	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2018/19	Expenditure	Balance	% Spent
					<b>CFC 2017/18 Accruals*</b>	<b>£ 20,594.88</b>		<b>-£ 5,245.34</b>		
Room Hire	£ 129,000.00	£ 73,398.87	£ 55,601.13	56.90%	Business Rates		£ 8,500.00	£ 6,336.00	£ 2,164.00	74.54%
LTC Building Contribution	£ 27,000.00	£ 13,500.00	£ 13,500.00	50.00%	Insurance		£ 2,900.00	£ 2,570.17	£ 329.83	88.63%
			£ -		Utilities		£ 20,200.00	£ 6,252.03	£ 13,947.97	30.95%
Events at LCC	£ 3,500.00	£ 6,433.37	-£ 2,933.37	183.81%	Catering		£ 1,000.00	£ 567.56	£ 432.44	56.76%
					Professional Fees		£ 1,000.00		£ 1,000.00	0.00%
Other Income	£ 1,000.00	£ 425.39	£ 574.61	42.54%	Cleaning & Waste / H&S		£ 7,000.00	£ 3,494.57	£ 3,505.43	49.92%
			£ -		Advertising & Website		£ 1,000.00	£ -	£ 1,000.00	0.00%
Grants Received		£ -	£ -		Security & Alarms		£ 500.00	£ 477.97	£ 22.03	95.59%
Friends Fundraising		£ 199.70	-£ 199.70		Miscellaneous		£ 1,850.00	£ 824.60	£ 1,025.40	44.57%
					Licences		£ 3,000.00	£ 400.50	£ 2,599.50	13.35%
					IT		£ 1,000.00	£ 1,228.20	-£ 228.20	122.82%
					Janitorial Costs (Uniforms Etc)		£ 250.00	£ -	£ 250.00	0.00%
					Contingencies		£ 2,000.00		£ 2,000.00	0.00%
					Events at LCC		£ 2,000.00	£ 5,248.63	-£ 3,248.63	262.43%
					Day to Day Maintenance*		£ -	£ 1,513.13	-£ 1,513.13	#DIV/0!
									£ -	
					Salaries (Admin)		£ 43,400.00	£ 24,825.44	£ 18,574.56	57.20%
					Salaries (Janitorial)		£ 92,465.00	£ 60,158.13	£ 32,306.87	65.06%
					Friend's Purchases	£ 2,227.09	£ 199.70	£ 77.86	£ 2,348.93	
					<b>TOTAL EXPENDITURE</b>	<b>£ 22,821.97</b>	<b>£ 188,065.00</b>	<b>£ 108,651.59</b>	<b>£ 74,168.07</b>	<b>57.77%</b>
<b>TOTAL INCOME</b>	<b>£ 160,500.00</b>	<b>£ 93,757.63</b>	<b>£ 66,742.37</b>	<b>58.42%</b>	Repair Programme	207984.63	£ 112,000.00	£ 87,656.64	£ 232,327.99	