

Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



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

Notice is hereby given that a meeting of the **COMMUNITY FACILITIES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday 3rd October 2017** at Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at **7.30 pm**.

Prior to the meeting the outgoing Artist in Residence, Mary Lister will present the Committee with her legacy art piece.

AGENDA

1. CHAIRMAN'S OPENING REMARKS AND HOUSEKEEPING NOTICES
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. TO APPROVE THE MINUTES OF THE CFC MEETING OF 1ST AUGUST 2017
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#) page 4)

COMMUNITY FACILITIES

7. LEIGH OLD TOWN PHONE BOX

The Leigh Society have generously agreed to sponsor the phone box for a final year. BT no longer promote the Sponsor a Kiosk programme but as long as payment are made they will continue with current arrangements. The agreement commits BT to visit sponsored boxes at least once every 12 months and to respond to faults within 10 working days. An engineer was last at the box on 17th August. in response to a report made 14th August. Confirmation has now been received that the phone box will be cleaned by 6th October and photographs will be taken of the paintwork to show any deterioration. We will then be advised if the box is to go on the 2018 painting schedule. There will not be any cost to us associated with the painting and cleaning.

8. SKATE PARK

The formal annual inspection has been undertaken and is being reviewed in line with the skate park refurbishment plans. There were two items of moderate risk (one relating to the area intended for refurbishment) but the remainder of the area is very low – low risk.

COMMUNITY CENTRE

9. ARTS GROUP REPORT

Mary Lister's residency has now finished and there is a report and recommendation under confidential items relating to the next residency. The hanging system is now installed with thanks to the Facilities Manager. This will make the exhibitions look more professional, easier to hang and reduce the need for LCC staff time. The Art Wall has been very successful with positive feedback in the comments book and visitors to LCC just to look at the art on display. Recent exhibitions have included Open Arts (as part of the Leigh Art Trail) and the Chaplaincy Art Group. The current exhibition runs until October 18th and is by Christine Sewell. This is the first exhibition by a solo artist and Christine has organised a private viewing on Monday 9th October at 7 pm. The next exhibition is by Lisa Meehan's 'Drawing in the Park' group. LTC/LCC is now becoming established within the Leigh art scene and with the Innovative Work award by EALC is receiving wider recognition in promoting the arts.

10. REPORT ON ADMINISTRATION – 2660/HM ([Appendix 2](#) page 5)11. ROOM HIRE RATES REVIEW – REPORT 2661/ES ([Appendix 3](#) page 6) **DECISION ITEM**12. LEIGH COMMUNITY CENTRE ACCOUNTS 2016/17 ([Appendix 4](#) page 10)

The Account has been prepared to submit to SBC as our Landlord and five year summary is presented for the Committee to **NOTE**.

13. FACILITIES MANAGER'S REPORT – **DECISION ITEM**

The art wall hanging system is now completed with the area having been decorated. The LTC plaques on Strand Wharf have been installed. The internal repair programme continues where possible. The issues with the lantern light area during rain have increased. As a stop gap it is **RECOMMENDED** that the Facilities Manager cover the area with a transparent plastic membrane sheet to prevent as much water as possible leaking into the building. The cost of this will be under £250 and will be taken from the Internal Maintenance Budget.

14. LORNA & LOTTIE'S REPORT

Third quarter figures will be received shortly. Licence fee payments are up to date.

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Turnover	£17,676	£18,514		
Salaries	£9,539	£10,800		
Quarterly surplus	£2,070	£2,017		
Licence fee to LTC	£1,035	£1,008		

Staff training has been undertaken during the summer with staff attending food hygiene courses. From September, the café opening hours were extended to facilitate new classes on both Monday & Wednesday evenings. The café is now open 47 hours per week plus functions. The 3rd annual Christmas gig of Stud 100 & The Beautiful People is booked for Friday 22nd December and a capacity crowd is expected.

FINANCIAL

15. COMMITTEE BUDGET REPORT – 22ND SEPTEMBER 2017 – ([Appendix 5](#) page 12)

Compared to the budget report for this time last year, LCC hire income has increased by £800 and income from the childrens' holiday programme activities has increased by £2,187. Community Centre expenditure is £764 less and CFC staffing costs lower by £9,403. Expenditure for both the Skatepark and Strand Wharf have also been lower.

16. 2018/19 CFC PROPOSED BUDGET – ([Appendix 6](#) page 15) – **DECISION ITEM**

The Committee is requested to consider the draft budget for 2018/19 set out in Appendix 1 and then **RECOMMEND the outcome to P&R for adoption and recommendation to Council.**

CONFIDENTIAL

17. 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 the public and press be excluded and instructed to withdraw – SO3(d) – contractual

18. ARTS GROUP – ARTIST IN RESIDENCE (Confidential Appendix 1) **DECISION ITEM**

The Committee are requested to consider the recommendation within the confidential report.

19. LCC FEASIBILITY REPORT (Confidential Appendix 2) – **DECISION ITEM**

Whilst the commissioned reports were received by the requested deadline, the Town Clerk having notified the LCC Sub-Committee of a proposed meeting date established that member attendance (although quorate) of the sub-committee would be too low for an agenda item of this importance and therefore has placed it directly on the parent committee's agenda.

These are initial stage reports for the Committee to consider.



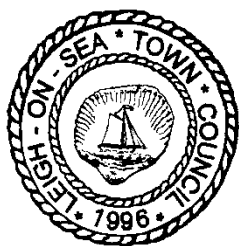
Helen Symmons
Town Clerk
28th September 2017

Any member who is unable to attend the meeting should send their apologies before the meeting.

TOWN CLERK'S REPORT - COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2017/18

Committee	Minute No. and Subject	Completion Status	Completion Date	Outcome	Forward Action Required	RO
CFC 06-06-17	15. Lorna & Lottie's	RESOLVED to review licence & service agreement	10-07-17	Progressing with Licence & Service agreement review.	Expected to be an agenda item December 2017	TC
CFC 01-08-17	25. LD Sub-Committee minutes	RESOLVED to investigate cost & legality of concrete skate park floor in additional area & community project re ramps		Principles from a landlord perspective seem acceptable subject to applicable statutory consents being obtained. Other investigations underway i.e. whether planning required, costs of concrete floor, legality of community side of project	Landlords formal consent will be provided when drawing plans and applicable consents provided	TC EPO
CFC 01-08-17	31. Scheme of Delegation	RESOLVED to recommend to P&R within amended Procurement & Implementation Protocol	05-09-17	Procurement & Implementation Protocol revised by P&R	NFA	
CFC 01-08-17	33. Recommendation of LCC Sub-Committee	RESOLVED to appoint Johnson & Gillies Ltd to undertake feasibility study	11-09-17	Reports received. Added to CFC agenda		TC

[Agenda](#)



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REPORT 2660/HM

Report for CFC meeting from Bookings/ Administrative Assistant.

I have continued to utilise the Regular Hirers and Availability Spreadsheet I devised to offer sessions to new customers and existing hirers. Since the last CFC meeting I have secured regular bookings from 9 new hirers as well as offering up extra sessions for 2 existing hirers.

The increase in bookings throughout the community centre has had a knock-on effect on Lorna and Lottie's Café. They have extended their opening times throughout the week to accommodate the increased number of people we now have coming through the centre.

We have seen an increase in room hire from Southend Borough Council recently. They have been using the Community Centre as a venue for their public consultations on School Catchment areas, Shoreline Strategy and CCTV in the area. We have ensured these consultations have been promoted on our websites/ social media outlets also, and hope to see this trend in Room hire from SBC continue.

Looking ahead to the festive period we have 6 fayres booked throughout November and December. These shopping events are an opportunity for us to engage with those in the community who may not otherwise visit the community centre and this increase in footfall will hopefully translate into bookings for room hire for 2018. Already, the interest generated around the fayres that LTC are running (1st October, Nearly New and 2nd December, Christmas Craft Fayre), as well as the amount of outside organisations choosing our venue to hold their fayres, shows that we are responding to the needs of the town.

Weddings.

The wedding license will expire January 2019 and to assist council with its decision to renew I have calculated the income generated from weddings, and will continue to monitor this.

Licence renewed Dec 2015.

- Income generated from wedding's in 2016 (includes ceremonies, ceremonies & reception, excludes just reception) **£2815.60**
- Income generated from wedding's in 2017 (includes ceremonies, ceremonies & reception, excludes just reception) **£2081.50**
- Expected income generated from provisional bookings for wedding's in 2018 (includes ceremonies, ceremonies & reception, excludes just reception) **£692.00**

Cost of 3 year licence £1600.00

Income generated **£5589.10**

Enquiries

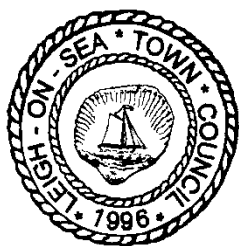
From Jan – Feb 2017, 2 enquiries.

From March – July 2017, 2 enquiries.

From Aug – Sept 2017, 12 enquiries with two confirmed bookings.

This shows there has been a sharp increase in the number of enquiries being made about holding a wedding here. The next stage is to work on committed bookings and I shall work with the MO to establish a marketing strategy to ensure the centre is seen as a desirable wedding venue, with the aim to increase wedding bookings.

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REPORT 2661/ES

ROOM HIRE RATES

BACKGROUND

In line with the budgeting process, a full review has been undertaken of room hire rates. What was apparent is that the historic charging structure having been upgraded with effect from 1st April 2017 still required further streamlining.

Rather than apply a blanket percentage increase, usage levels, the types of hirers, room sizes and hire periods were all considered in improving the level of income across the Community Centre as a whole.

Enquiries were made of other local venues (Wesley Methodist Church, Tickfield Centre, Cupids Country Club Wakering, Arlington Rooms and The Mill Arts & Events Centre, Rayleigh) to ensure that the suggested prices were competitive. With the exception of Wesley Methodist Church the other local venues were more expensive, some significantly so. The Wesley Methodist Church operates a much simpler fee structure, with the same rate charged regardless of time or day of hire. This means that on some occasions, such as Sundays, their hall was cheaper, but hirers receive a better service here, with room setups and other assistance from the caretakers. Conversely, on weekday daytimes all of our rooms are cheaper. Our regular hirer discounts may not be as large as some other venues, but our standard rates are already very competitive, making the actual charge per room lower.

BOOKINGS & EVENTS

We now have an up to date availability checker which has enabled us to maximise the bookings we accept. We have a comprehensive waiting list which the Bookings/Administrative Assistant utilises to minimise the off hire periods when hirers leave.

Wedding enquiries at the Community Centre are on the increase and the simplified charging structure makes us an attractive option, along with the bar and catering service offered by Lorna & Lottie's.

The Children's Events run at The Community Centre have covered all their costs, and are currently running a surplus. Over 350 children and their parents/grandparents attended events over the summer holiday and this has contributed to the number of new bookings for children's parties.

The Community Centre will be running two fairs over the coming months. A Nearly New Children's Fair and a Christmas Fair. The pitch fees have more than covered the hall hire, staff time and other costs. These events have brought us in to contact with a whole host of local crafts sellers, children's small businesses, entertainers and suppliers, and will hopefully be attended by many local residents. We are confident that the additional exposure of the Community Centre will result in more enquiries and bookings.

FINANCIALS

Income generated by the Community Centre remained fairly steady from 15/16 to 16/17 and there was no price increase during this time. During those years, there were some changes regarding which of the rooms were producing the most income and this has been compared to the current position. We are closely monitoring 2017/18 financial information. There was a price increase from 1st April which had no apparent adverse effect on business. This has coincided with the implementation of

better administrative systems and as a result being able to accommodate more hirers. Traditionally the summer period is quieter within the centre but now moving into the winter season this is always a much busier time. As an example, our Lower Hall is booked every Saturday from 30th September through to Christmas and the majority of Sundays are now being booked up. In addition the Café now makes a contribution to the income of the Centre.

The appendix details the existing and proposed new structure. The proposal means our charging structure will be less complicated to administer and is user friendly for our hirers. In essence there is no increase for Sunday hirers and we will use this as a marketing opportunity to encourage Sunday bookings alongside the fact that the Elm Road car park is free on a Sunday.

RECOMMENDATION

The rates have been reviewed taking into account the high level of service supplied by the Community Centre staff and the need to balance spending on the Community Centre (subsidised by our precept payers) with the desire to provide a vibrant, multi-purpose, accessible facility for the local community. As we have compared our rates with a variety of other establishments in the local area we believe that the rates will continue to represent extremely good value.

It is **RECOMMENDED** that the Council approve the attached rates for 2018/19 and letter advising of the increase in rates with effect from 1st April 2018.

PROPOSED ROOM HIRE RATES 2018/19

Room Size	Rate 1	Rate 2	Community Rate 1	Community Rate 2
Small	£9.00	£14.00	£8.40	£13.00
Medium	£9.60	£14.60	£9.00	£13.60
Large	£14.00	£20.00	£12.00	£19.00
Lower Hall	£19.00	£29.00	£17.00	£27.00
Café	£14.00	£20.00	£12.00	£19.00

A minimum 3 hour booking is required when the centre would usually be closed

Key

Room Size

Small Rooms – 3, 5, 6 & 8.

Medium Rooms – 1.

Large Rooms – 4 & 7

Rates

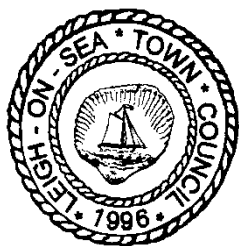
Rate 1 – Mon to Fri before 6pm

Rate 2 – Mon to Fri after 6pm & weekends

Community Rate

For hirers who book 6+ sessions per year

Hire Rates (Per Hour)	Standard Rates			Community Discount Rates*		
	Mon–Fri Before 6pm	Mon–Fri After 6pm & Saturday	Sunday	Mon–Fri y Before 6pm	Mon–Fri After 6pm & Saturday	Sunday
Small Rooms						
Room 1 Theatre Style: 35 Class Room: 25 Size: 5.65m x 9.30m	£8.00	£13.00	£14.00	£7.60	£12.00	£13.00
Room 3 Theatre Style: 26 Class Room: 20 Size: 6m x 7m	£8.00	£13.00	£14.00	£7.60	£12.00	£13.00
Room 5 Theatre Style: 30 Class Room: 25 Size: 6m x 7m	£8.00	£13.00	£14.00	£7.60	£12.00	£13.00
Room 6 Board Room: 16 Size: 5m x 7m	£8.00	£13.00	£14.00	£7.60	£12.00	£13.00
Room 8 Theatre Style: 30 Class Room: 20 Boardroom: 24 Size: 10m x 4m	£8.00	£13.00	£14.00	£7.60	£12.00	£13.00
Large Rooms						
Room 4 Theatre Style: 100 Size: 12m & 7m	£13.00	£19.00	£21.00	£11.00	£18.00	£19.00
Room 7 Theatre Style: 80 Size: 12m x 7m	£13.00	£19.00	£21.00	£11.00	£18.00	£19.00
Lower Hall Fairs - Max. of 21 Stalls Seated Functions - Max. of 160 Theatre Style – 200 Standing: 250 Size: 23.9m x 9.3m	£17.50	£28.00	£31.00	£16.00	£26.00	£28.00
Café Size: 12.7m x 11.7m	£13.00	£19.00	£21.00	£10.00	£17.00	£18.50



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Chairman: Cllr Jane Ward
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Dear Hirer,

Please find attached details of the room rates chargeable from 1st April 2018.

Leigh-on-Sea Town Council have reviewed the rates, taking into account the high level of service supplied by the Community Centre staff and the need to balance spending on the Community Centre (which is subsidised by our precept payers) with the desire to provide a vibrant, multi-purpose, accessible facility for the local community.

We have compared our rates with a variety of other establishments in the local area and believe that you will find our rates continue to represent extremely good value, and look forward to continuing to work with you.

Kind regards,

Helen Symmons

Town Clerk

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LEIGH COMMUNITY CENTRE ACCOUNTS FOR 2016/17			
1st August 2016 - 31st July 2017			
	August - March	April - July	
	F/Year 2016/17	F/Year 2017/18	Total
Income			
Hiring	£76,872.02	£33,453.00	£110,325.02
Other Income	£1,697.97	£1,731.96	£3,429.93
Fundraising	£161.94	£82.79	£244.73
Grants Received			£0.00
LTC Use Grant	£16,666.67	£9,000.00	£25,666.67
LTC Office Rent	£1,456.00	£2,044.00	£3,500.00
Total Income	£96,854.60	£46,311.75	£143,166.35
Expenditure			
Rent	£1,456.00	£2,044.00	£3,500.00
Insurance		£2,827.35	£2,827.35
Business Rates	£4,794.00	£3,075.00	£7,869.00
Water Rates	£825.70	£763.63	£1,589.33
Gas	£4,249.91	£1,893.08	£6,142.99
Electricity	£5,374.77	£2,365.99	£7,740.76
Telecoms	£921.27	£815.88	£1,737.15
Catering (Recoverable)	£459.27	£234.96	£694.23
Sundries	£282.84	£109.36	£392.20
Cleaning	£4,358.12	£1,429.52	£5,787.64
Health and Safety	£191.75	£170.31	£362.06
External Building Maintenance	£92.49	£9.49	£101.98
Internal Building Maintenance	£3,973.52	£3,388.98	£7,362.50
Website	£0.00	£0.00	£0.00
Advertising	£191.18	£0.00	£191.18
Security	£589.67	£265.71	£855.38
Card Processing Charges	£494.42	£245.71	£740.13
IT Infrastructure & Licences	£4.93	£485.92	£490.85
Licences	£1,397.26	£335.18	£1,732.44
Staff Training			£0.00
Events at LCC	£1,825.58	£1,210.00	£3,035.58
Friends Funds Purchases	£60.00		£60.00
Professional Fees	£3,340.84	£450.00	£3,790.84
Tools		£13.17	£13.17
Furniture / Fixtures & Fittings		£1,194.95	£1,194.95
Infrastructure Costs	£327.33	£3,810.49	£4,137.82
Salaries	£85,706.61	£ 37,321.53	£123,028.14
Total Expenditure	£120,917.46	£64,460.21	£185,377.67
Profit / Loss	-£24,062.86	-£18,148.46	-£42,211.32

LEIGH COMMUNITY CENTRE ACCOUNTS FOR 2012/17					
1st August 2012 - 31st July 2017					
Income	2012/13	2013/14	2014/15	2015/16	2016/17
Hiring	£41,725.43	£77,938.02	£96,967.90	£ 113,762.45	£ 110,325.02
Other Income	£291.76	£1,475.04	£4,515.74	£ 1,627.57	£ 3,429.93
Fundraising	£3,017.55	£2,235.99	£1,984.79	£ 1,155.07	£ 244.73
Grants		£4,558.00			
LTC Use Grant	£18,333.32	£23,499.96	£23,999.97	£ 25,000.00	£ 25,666.67
LTC Office Rent				£ 1,960.00	£ 3,500.00
Total Income	£63,368.06	£109,707.01	£127,468.40	£ 143,505.09	£ 143,166.35
		73.13%	16.19%	12.58%	-0.24%
Expenditure					
Rent				£ 1,960.00	£ 3,500.00
Insurance	£4,795.43	£0.00	£5,404.68	£ 2,746.49	£ 2,827.35
Business Rates	£7,444.97	£7,681.50	£7,830.00	£ 7,944.00	£ 7,869.00
Water Rates	£1,123.16	£1,696.20	£1,387.43	£ 1,960.65	£ 1,589.33
Gas	£7,372.75	£5,386.83	£5,657.85	£ 4,156.62	£ 6,142.99
Electricity	£5,043.36	£7,221.86	£8,685.59	£ 9,605.91	£ 7,740.76
Telecoms	£1,902.67	£1,110.84	£1,779.65	£ 2,131.30	£ 1,737.15
Catering	£948.87	£2,926.14	£2,211.26	£ 1,149.62	£ 694.23
Cleaning	£3,838.67	£4,348.93	£6,042.58	£ 6,071.87	£ 5,787.64
Health and Safety	£428.46	£130.40	£1,778.75	£ 311.34	£ 392.20
Sundries	£72.64	£166.99	£392.70	£ 360.88	£ 362.06
External Building Maintenance	£630.00	£13,479.35	£1,126.85	£ 1,566.25	£ 101.98
Internal Building Maintenance	£14,818.31	£6,113.37	£9,173.05	£ 7,888.86	£ 7,362.50
Advertising	£917.00	£0.00	£1,577.02	£ 1,593.19	£ 191.18
Security	£2,155.86	£1,309.15	£891.06	£ 840.36	£ 855.38
Card Processing Charges	£141.34	£607.67	£853.30	£ 726.90	£ 740.13
IT Infrastructure & Licences	£2,317.94	£468.60	£246.79	£ 791.18	£ 490.85
Licences	£2,155.50	£446.58	£508.64	£ 2,438.99	£ 1,732.44
Staff Training	£220.00	£426.00	£0.00	£ -	£ -
Friends Funds Purchases	£3,927.89	£170.49	£1,768.94	£ -	£ 60.00
Website				£ 2,372.61	£ -
Tools	£804.15	£99.99		£ 43.20	£ 13.17
Furniture / Fixtures & Fittings	£4,446.94	£1,329.51	£2,543.12	£ 4,005.36	£ 1,194.95
Infrastructure Costs	£24,640.69	£6,284.03	£1,653.15	£ 2,929.66	£ 4,137.82
Events at LCC				£ 1,080.75	£ 3,035.58
Professional Fees					£ 3,790.84
Salaries	£67,433.76	£94,593.44	£108,796.66	£ 118,175.34	£ 123,028.14
Total Expenditure	£157,580.36	£155,997.72	£170,309.07	£ 182,851.33	£ 185,377.67
		-1.00%	9.17%	7.36%	1.38%
Surplus / Deficit	-£94,212.30	-£46,290.71	-£42,840.67	-£ 39,346.24	-£ 42,211.32

[Agenda](#)

COMMUNITY FACILITIES BUDGET 2017/18										
INCOME	Budget 2017/18	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2017/18	Expenditure	Balance	% Spent
LCC Hire Income	£ 125,000.00	£ 50,931.22	£ 74,068.78	40.74%	LCC Expenditure	£ 43,621.00	£ 114,000.00	£ 25,691.38	£ 131,929.62	22.54%
LTC Premises Contribution	£ 27,000.00	£ 13,500.00	£ 13,500.00	50.00%	LCC Staffing		£ 139,800.00	£ 53,197.05	£ 86,602.95	38.05%
Other Income*	£ 3,625.51	£ 4,011.11	-£ 385.60	110.64%	Highways Expenditure	£ 1,331.00	£ 5,300.00	£ -	£ 6,631.00	0.00%
Highways Income	£ 300.00	£ -	£ 300.00		Strand Wharf Expenditure		£ 1,300.00	£ 824.30	£ 475.70	63.41%
Strand Wharf		£ -			Skate Park Expenditure	£ 4,402.00	£ 3,550.00	£ 519.59	£ 7,432.41	14.64%
LCC Fundraising		£ 91.79			Skate Park Staffing		£ 4,000.00	£ 1,591.54	£ 2,408.46	39.79%
					Strand Wharf (Capital)	£ 2,276.00		£ 2,880.00	-£ 604.00	
					Paddling Pool	£ 1,659.70	£ 500.00	£ -	£ 2,159.70	0.00%
Total Income	£ 155,925.51	£ 68,534.12	£ 87,483.18	43.95%	Total Expenditure	£ 53,289.70	£ 268,450.00	£ 84,703.86	£ 237,035.84	26.33%

* Budget figure increases due to income received from café re coffee expenditure recovery

STRAND WHARF DETAILED BUDGET 2017/18						
EXPENDITURE	EMR	Budget 2017/18	Income	Expenditure	Balance	% Spent
Strand Wharf Running Costs		£ 50.00		£ -	£ 50.00	0.00%
Maintenance		£ 1,000.00		£ 144.65	£ 855.35	14.47%
Electricity		£ 150.00		£ 86.60	£ 63.40	57.73%
Memorial Plaques/Planters	3634.72	£ 100.00	£ -	£ 593.05	-£ 493.05	15.88%
TOTAL EXPENDITURE		£ 3,634.72	£ 1,300.00	£ 824.30	£ 475.70	63.41%

COMMUNITY CENTRE DETAILED BUDGET					2017/18						
INCOME	Budget 2017/18	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2017/18	Expenditure	Balance	% Spent	
					CFC 2016/17 Accruals	£ 14,095.00		-£ 3,391.71			
Room Hire	£ 125,000.00	£ 50,931.22	£ 74,068.78	40.74%	Insurance		£ 2,800.00	£ 2,827.35	-£ 27.35	100.98%	
LTC Building Contribution	£ 27,000.00	£ 13,500.00	£ 13,500.00	50.00%	Business Rates		£ 8,000.00	£ 4,613.00	£ 3,387.00	57.66%	
			£ -		Utilities		£ 20,300.00	£ 6,418.65	£ 13,881.35	31.62%	
LTC Events Hire	£ 300.00	£ -	£ 300.00	0.00%	Catering		£ 700.00	£ 325.29	£ 374.71	46.47%	
Events at LCC	£ 1,500.00	£ 3,685.60	-£ 2,185.60	245.71%	Infrastructure Costs + F&F (Capital)	£ 22,577.00	£ 5,000.00	£ 5,470.11	£ 22,106.89	109.40%	
Coffee Machine Recovery	£ 325.51	£ 325.51	£ -	100.00%	Professional Fees	£ 5,000.00	£ 2,000.00	£ 450.00	£ 6,550.00	22.50%	
Other Income	£ 1,500.00	£ -	£ 1,500.00	0.00%	Cleaning & Waste / H&S		£ 7,000.00	£ 2,102.49	£ 4,897.51	30.04%	
			£ -		Advertising & Website		£ 3,100.00	£ -	£ 3,100.00	0.00%	
Grants Received		£ -	£ -		Security & Alarms		£ 500.00	£ 265.71	£ 234.29	53.14%	
Friends Fundraising		£ 91.79	-£ 91.79		Internal Maintenance		£ 13,000.00	£ 3,418.98	£ 9,581.02	26.30%	
					External Maintenance		£ 42,000.00	£ 9.49	£ 41,990.51	0.02%	
					Miscellaneous		£ 2,800.00	£ 538.26	£ 2,261.74	19.22%	
					Licences		£ 2,300.00	£ 515.18	£ 1,784.82	22.40%	
					IT		£ 1,000.00	£ 485.92	£ 514.08	48.59%	
					Janitorial Costs (Uniforms Etc)		£ 500.00	£ -	£ 500.00	0.00%	
					Contingencies		£ 2,000.00		£ 2,000.00	0.00%	
					Events at LCC		£ 1,000.00	£ 1,642.66	-£ 642.66	164.27%	
					Salaries (Admin)		£ 44,664.00	£ 18,581.87	£ 26,082.13	41.60%	
					Salaries (Janitorial)		£ 95,136.00	£ 34,615.18	£ 60,520.82	36.38%	
					Friend's Purchases	£ 1,949.00	£ 91.79	£ -	£ 2,040.79		
TOTAL INCOME	£ 155,625.51	£ 68,442.33	£ 87,183.18	43.98%	TOTAL EXPENDITURE	£ 43,621.00	£ 253,800.00	£ 78,888.43	£ 199,096.86	31.08%	

COMMUNITY FACILITIES		2017/18				
EXPENDITURE	Earmarked Reserves	Budget 2017/18	Income	Expenditure	Balance	% Spent
School Crossing Patrols		£ 4,500.00		£ -	£ 4,500.00	0.00%
Highway Infrastructure	£ 1,331.00	£ 500.00		£ -	£ 1,831.00	0.00%
Phone Box		£ 300.00	£ -	£ -	£ 300.00	
Staff Costs		£ -			£ -	
TOTAL EXPENDITURE	£ 1,331.00	£ 5,300.00	£ -	£ -	£ 6,631.00	0.00%

SKATE PARK DETAILED BUDGET			2017/18		
EXPENDITURE	EMR B/F	Budget 2017/18	Expenditure	Balance	% Spent
Reserve from 2016/17	£ 4,402.00			£ 4,402.00	
Rent		£ 50.00	£ -	£ 50.00	0.00%
Cleaning		£ 1,000.00	£ 330.29	£ 669.71	33.03%
Electricity		£ 500.00	£ 80.60	£ 419.40	16.12%
Miscellaneous		£ 300.00	£ 108.70	£ 191.30	36.23%
Grass Cutting		£ 700.00	£ -	£ 700.00	0.00%
Skate Park Maintenance		£ 1,000.00	£ -	£ 1,000.00	0.00%
Staffing Costs		£ 4,000.00	£ 1,591.54	£ 2,408.46	39.79%
TOTAL EXPENDITURE	£ 4,402.00	£ 7,550.00	£ 2,111.13	£ 9,840.87	27.96%

[Agenda](#)

Leigh Town Council 2018/19 Proposed Budget Document						Committee - Community Facilities					
INCOME						EXPENDITURE					
	Actuals 2015/16	Actuals 2016/17	Budget 2017/18	Yr End Projected Actuals	Budget 2018/19		Actuals 2015/16	Actuals 2016/17	Budget 2017/18	Yr End Projected Actuals	Budget 2018/19
Community Centre						Padding Pool			£ 500.00	0	£ 500.00
Room Hire	£ 112,590.31	£ 114,333.58	£ 125,000.00	£ 116,000.00	£ 122,000.00						
LTC Building Contribution	£ 25,000.00	£ 25,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	Community Centre					
LTC Events Hire	£ -	£ 299.25	£ 300.00	£ -	£ -	Insurance	£ 2,702.34	£ 2,746.49	£ 2,800.00	£ 2,827.00	£ 2,900.00
Events at LCC	£ -	£ 2,908.61	£ 1,500.00	£ 4,500.00	£ 3,500.00	Business Rates	£ 7,920.00	£ 7,986.00	£ 8,000.00	£ 8,457.00	£ 8,500.00
Other Income	£ 1,019.05	£ 1,143.61	£ 1,500.00	£ 1,000.00	£ 1,000.00	Gas	£ 7,337.82	£ 6,748.52	£ 6,500.00	£ 6,800.00	£ 7,000.00
	£ 138,609.36	£ 143,685.05	£ 155,300.00	£ 148,500.00	£ 153,500.00	Electricity	£ 9,032.00	£ 8,756.33	£ 10,200.00	£ 9,000.00	£ 9,200.00
Strand Wharf						Water	£ 1,653.08	£ 1,593.04	£ 1,700.00	£ 1,650.00	£ 1,850.00
Memorial Plaques		£ 4,000.00	£ -	£ -	£ -	Catering	£ 1,808.27	£ 176.60	£ 700.00	£ 200.00	£ 1,000.00
	£ -	£ 4,000.00	£ -	£ -	£ -	Communications	£ 1,751.31	£ 1,863.33	£ 1,900.00	£ 1,900.00	£ 2,150.00
Community Facilities						Cleaning & Waste / H&S	£ 6,779.54	£ 6,239.58	£ 7,000.00	£ 6,500.00	£ 7,000.00
Red Phone Box	£ 300.00		£ 300.00	£ 300.00	£ -	Advertising	£ 2,490.24	£ 871.15	£ 3,000.00	£ 1,000.00	£ 1,000.00
	£ 300.00		£ 300.00	£ 300.00	£ -	Security & Alarms	£ 129.51	£ 1,165.21	£ 500.00	£ 300.00	£ 500.00
						Miscellaneous	£ 313.67	£ 542.98	£ 2,000.00	£ 700.00	£ 1,000.00
	£ 138,609.36	£ 147,685.05	£ 155,600.00	£ 148,800.00	£ 153,500.00	Licences	£ 4,713.00	£ -	£ 2,300.00	£ 1,000.00	£ 3,000.00
						IT & Website	£ 3,163.79	£ 157.45	£ 1,100.00	£ 600.00	£ 1,000.00
						Janitorial Costs (Uniforms Etc)	£ -	£ -	£ 500.00	£ 500.00	£ 250.00
EXPENDITURE											
						Contingencies	£ 2,870.00	£ -	£ 2,000.00	£ -	£ 2,000.00
Strand Wharf						Events at LCC	£ 939.25	£ 1,967.08	£ 1,000.00	£ 2,500.00	£ 2,000.00
Security Costs	£ -	£ 35.00	£ 50.00	£ -	£ -	Professional Fees	£ -	£ -	£ 2,000.00	£ 6,500.00	£ 1,000.00
Maintenance	£ 15.10	£ 794.39	£ 1,000.00	£ 500.00	£ 500.00	Card Processing charges	£ 786.50	£ 798.18	£ 800.00	£ 800.00	£ 850.00
Electricity	£ -	£ 188.51	£ 150.00	£ 200.00	£ 200.00	Internal Maintenance	£ 8,508.50	£ 8,328.94	£ 13,000.00	£ 5,000.00	£ 10,000.00
Planters	£ -	£ 365.28	£ 100.00	£ 600.00	£ -	External Maintenance	£ 1,867.11	£ 1,258.74	£ 42,000.00	£ -	£ 39,000.00
	£ 15.10	£ 1,383.18	£ 1,300.00	£ 1,300.00	£ 700.00	Infrastructure costs (capital)	£ 7,244.54	£ 2,000.73	£ 5,000.00	£ 5,500.00	£ 13,000.00
Community Facilities						Staffing Costs	£ 112,466.97	£ 124,715.33	£ 139,800.00	£ 129,139.00	£ 132,898.00
School Crossing Patrol	£ 4,291.75	£ 4,291.75	£ 4,500.00	£ 4,343.00	£ 4,400.00		£ 184,477.44	£ 177,915.68	£ 253,800.00	£ 190,873.00	£ 247,098.00
Highways infrastructure	£ 1,835.00	£ 1,538.50	£ 500.00	£ -	£ -	LCC costs less staffing	£ 72,010.47	£ 53,200.35	£ 114,000.00	£ 61,734.00	£ 114,200.00
Red Phone Box	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ 300.00		£ 196,924.31	£ 191,613.11	£ 268,450.00	£ 202,394.00	£ 259,818.00
	£ 6,426.75	£ 6,130.25	£ 5,300.00	£ 4,643.00	£ 4,700.00						
Skate Park						EMR as at 31/03/17					
Rent	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	Strand Wharf Memorial Planters	£ 3,634.72				
Cleaning	£ 858.56	£ 791.61	£ 1,000.00	£ 800.00	£ 1,000.00	Skate Park	£ 4,402.25				
Electricity	£ 666.16	£ 233.79	£ 500.00	£ 250.00	£ 300.00	CFC Other	£ 1,331.03				
Miscellaneous	£ 305.64	£ 333.61	£ 300.00	£ 300.00	£ 300.00	Community Centre - general	£ 14,094.88				
Grass Cutting	£ 550.00	£ 450.00	£ 700.00	£ 450.00	£ 500.00	CC Feasibility	£ 5,000.00				
Maintenance	£ 12.19	£ 695.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	CC Refurbishment & Equipment	£ 22,576.68				
Staffing Costs	£ 3,562.47	£ 3,629.99	£ 4,000.00	£ 4,128.00	£ 5,820.00	Padding Pool	£ 1,659.70				
	£ 6,005.02	£ 6,184.00	£ 7,550.00	£ 5,578.00	£ 6,820.00						