



Leigh-on-Sea Town Council



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Chairman: Cllr Valerie Morgan

Vice Chairman: Cllr Jill Healey

Town Clerk: Helen Symmons

Members are requested to attend a meeting of the
COMMUNITY FACILITIES COMMITTEE of Leigh-on-Sea Town Council
on **Tuesday 2nd April 2019** at Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea
commencing at **7.30 pm**.

Committee Membership

Cllrs: *Keith Evans, Anita Forde, Gerry Glover, Jill Healey, Valerie Morgan, Carole Mulronev (Chairman), Declan Mulronev, Ron Owen (Vice Chairman) and Vivien Rosier.*

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 [5th February 2019](#)
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#)) page 4.

COMMUNITY FACILITIES

7. SKATE PARK

Landlord's consent has been given in principal to the project and the Borough Council have instructed their legal team to prepare a Licence to Alter for the leases. This is subject to planning permission being obtained and an application is being made. A tender proposal is being prepared and will be published on the Contracts Webfinder.

COMMUNITY CENTRE

8. ARTS GROUP REPORT

The Arts Group have carried out interviews for a new Artist in Residence. The Arts Group **RECOMMENDEDS** that a new Artist in Residence be appointed for the year commencing 2019-2020, starting with immediate effect. Details will be provided at the meeting.

9. REPORT FROM BOOKINGS/ ADMINISTRATION ASSISTANT

We have had an increase in interest from hirers using the piano which is located in The Donald Fraser Hall. We have a regular hirer who teaches small groups to play piano on Tuesday

afternoons, in block bookings of 6 weeks at a time. We also have a number of bookings from a group who will be getting together to showcase their piano playing, rather than teach. There is also a Sunday afternoon piano concert taking place in the coming weeks. The piano is tuned regularly and is used by the Salvation Army on a Sunday morning also.

Now the renovation works to the Salvation Army premises are near completion, the Salvation Army will not be holding weekly worship here at the centre anymore. We have however secured another weekly booking in the Donald Fraser Hall on Sunday mornings to fill this space starting from May.

10. FACILITIES REPORT

Repair & Refurbishment Programme Update

The lift has now been installed and where possible we have requested that use be for our disabled visitors only as when the remodel of the ground floor is complete, there will be a dedicated buggy park.

The tender document detailing plans to alter the office space and reception have been uploaded to the contract finder website with a 9th April deadline. The planning application for the complete remodel works has been submitted and the Licence to Alter the Lease is in progress.

Windows in Room 1

Landlord's consent was not given for UPVC windows but advice provided regarding their suggestion of an alternative powder coated aluminium product.

The aluminium frame will sit inside the existing timber frames, which are still good and sound. There will be a slight change to the window layout with the bottom of the window opening rather than the top, this is more user friendly. This will require a 2-day installation.

A number of quotes have been received but a few more are expected so these will all be presented at the meeting.

The budget allocated for this dilapidation work was £3,500.

11. LORNA & LOTTIE'S REPORT

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Turnover				
Salaries				
Quarterly surplus				
Licence fee to LTD				

FINANCIAL

12. COMMITTEE BUDGET REPORT [\(Appendix 2\)](#) page 5.

The budget report was compiled prior to the year-end so there will be some additional income unaccounted for in the figures presented on the Agenda. The income budget for room hire has already been exceeded though. It has been a year of ensuring expenditure control and monitoring remains active at all times and this is reflected in the under-budget figures. All utilities were reviewed moving to more cost effective suppliers. Unfortunately we have exceeded budget on Security & Alarms but this was due to several call outs last summer with the leaking roof causing malfunctions in the alarm system. The forecasted and approved

movement of the underspends to appropriate Earmarked reserves require no amendment to be made.

Helen Symmons

Helen Symmons
Town Clerk
28th March 2019

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 2018/19

Committee	Minute No. and Subject	Completion Status	Completion	Outcome	Forward Action	RO
CFC 05-02-19	64. Skate Park	RESOLVED to recommend to P&R	05-03-19	On P&R Agenda	NFA under this minute	
CFC 05-02-19	69. Café Licence	RESOLVED the review meeting to renew licence	20-03-19	The review meeting was held and the Licence has now been renewed	NFA	
CFC 05-02-19	71. Earmark Reserves	RESOLVED to recommend to P&R	05-03-19	On P&R Agenda	NFA under this minute	

[Agenda](#)

COMMUNITY FACILITIES BUDGET					2018/19					
INCOME	Budget 2018/19	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2018/19	Expenditure	Balance	% Spent
LCC Hire Income	£ 129,000.00	£ 130,928.10	-£ 1,928.10	101.49%	LCC Expenditure	£ 22,821.97	£ 52,200.00	£ 37,210.55	£ 37,811.42	71.28%
LTC Premises Contribution	£ 27,000.00	£ 27,000.00	£ -	100.00%	LCC Staffing		£ 135,865.00	£ 119,580.04	£ 16,284.96	88.01%
Other Income	£ 4,500.00	£ 8,601.61	-£ 4,101.61	191.15%	Highways Expenditure	£ 1,831.03	£ 4,700.00	£ 4,696.67	£ 1,834.36	99.93%
Highways Income		£ -	£ -		Strand Wharf Expenditure		£ 700.00	£ 329.11	£ 370.89	47.02%
LCC Fundraising		£ 302.21			Skate Park Expenditure	£ 4,902.25	£ 3,150.00	£ 1,111.08	£ 6,941.17	35.27%
					Skate Park Staffing		£ 5,955.00	£ 4,501.65	£ 1,453.35	75.59%
					LCC Repair Programme	£ 207,984.63	£ 112,000.00	£ 164,844.85	£ 155,139.78	147.18%
					Paddling Pool	£ 2,159.70	£ 500.00	£ -	£ 2,659.70	0.00%
Total Income	£ 160,500.00	£ 166,831.92	-£ 6,029.71	103.95%	Total Expenditure	£ 239,699.58	£ 315,070.00	£ 332,273.95	£ 222,495.63	59.89%

STRAND WHARF DETAILED BUDGET				2018/19		
EXPENDITURE	EMR	Budget 2018/19	Income	Expenditure	Balance	% Spent
Maintenance		£ 500.00		£ 91.86	£ 408.14	18.37%
Electricity		£ 200.00		£ 193.05	£ 6.95	96.53%
Memorial Plaques/Planters	3041.67	£ -	£ -	£ 44.20	-£ 44.20	
TOTAL EXPENDITURE	£ 3,041.67	£ 700.00	£ -	£ 329.11	£ 370.89	47.02%

COMMUNITY CENTRE DETAILED BUDGET					2018/19					
INCOME	Budget 2018/19	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2018/19	Expenditure	Balance	% Spent
					CFC 2017/18 Accruals*	£ 20,594.88		-£ 5,245.34		
Room Hire	£ 129,000.00	£ 130,928.10	-£ 1,928.10	101.49%	Business Rates		£ 8,500.00	£ 7,920.00	£ 580.00	93.18%
LTC Building Contribution	£ 27,000.00	£ 27,000.00	£ -	100.00%	Insurance		£ 2,900.00	£ 2,570.17	£ 329.83	88.63%
			£ -		Utilities		£ 20,200.00	£ 10,512.24	£ 9,687.76	52.04%
					Catering		£ 1,000.00	£ 896.89	£ 103.11	89.69%
Events at LCC	£ 3,500.00	£ 7,704.22	-£ 4,204.22	220.12%	Professional Fees		£ 1,000.00		£ 1,000.00	0.00%
					Cleaning & Waste / H&S		£ 7,000.00	£ 5,193.97	£ 1,806.03	74.20%
Other Income	£ 1,000.00	£ 897.39	£ 102.61	89.74%	Advertising & Website		£ 1,000.00	£ -	£ 1,000.00	0.00%
			£ -		Security & Alarms		£ 500.00	£ 1,113.39	-£ 613.39	222.68%
Grants Received		£ -	£ -		Miscellaneous		£ 1,850.00	£ 1,293.79	£ 556.21	69.93%
Friends Fundraising		£ 302.21	-£ 302.21		Licences		£ 3,000.00	£ 2,219.42	£ 780.58	73.98%
					IT		£ 1,000.00	£ 889.20	£ 110.80	88.92%
					Janitorial Costs (Uniforms Etc)		£ 250.00	£ 78.00	£ 172.00	31.20%
					Contingencies		£ 2,000.00		£ 2,000.00	0.00%
					Events at LCC		£ 2,000.00	£ 6,919.55	-£ 4,919.55	345.98%
					Day to Day Maintenance*		£ -	£ 2,849.27	-£ 2,849.27	#DIV/0!
									£ -	
					Salaries (Admin)		£ 43,400.00	£ 34,986.04	£ 8,413.96	80.61%
					Salaries (Janitorial)		£ 92,465.00	£ 84,594.00	£ 7,871.00	91.49%
					Friend's Purchases	£ 2,227.09	£ 302.21	£ 91.45	£ 2,437.85	
					TOTAL EXPENDITURE	£ 22,821.97	£ 188,065.00	£ 156,790.59	£ 26,029.07	83.37%
TOTAL INCOME	£ 160,500.00	£ 166,529.71	-£ 6,029.71	103.76%	Repair Programme	207984.63	£ 112,000.00	£ 164,844.85	£ 155,139.78	

HIGHWAYS DETAILED BUDGET					2018/19	
EXPENDITURE	Earmarked Reserves	Budget 2018/19	Income	Expenditure	Balance	% Spent
School Crossing Patrols		£ 4,400.00		£ 4,291.75	£ 108.25	97.54%
Highway Infrastructure	£ 1,831.03	£ -		£ -	£ 1,831.03	0.00%
Phone Box		£ 300.00	£ -	£ -	£ 300.00	
Staff Costs		£ -			£ -	
TOTAL EXPENDITURE	£ 1,831.03	£ 4,700.00	£ -	£ 4,291.75	£ 2,239.28	65.71%

SKATE PARK DETAILED BUDGET					2018/19	
EXPENDITURE	EMR B/F	Budget 2017/18	Expenditure	Balance	% Spent	
Accrual 2017/18			-£ 445.15			
EMR	£ 4,902.25			£ 4,902.25		
Rent		£ 50.00	£ 50.00	£ -	100.00%	
Cleaning		£ 1,000.00	£ 767.90	£ 232.10	76.79%	
Electricity		£ 300.00	£ 188.33	£ 111.67	62.78%	
Miscellaneous		£ 300.00	£ 100.00	£ 200.00	33.33%	
Grass Cutting		£ 500.00	£ 450.00	£ 50.00	90.00%	
Skate Park Maintenance		£ 1,000.00	£ -	£ 1,000.00	0.00%	
Staffing Costs		£ 5,955.00	£ 4,501.65	£ 1,453.35	75.59%	
TOTAL EXPENDITURE	£ 4,902.25	£ 9,105.00	£ 5,612.73	£ 7,949.37	61.64%	

[Agenda](#)