



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 Carole Mulroney
Town Clerk: Paul Beckerson (Helen Symmons – Acting)

Notice is hereby given that a meeting of the **COMMUNITY FACILITIES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday 4th April 2017** at Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.30pm.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. TO APPROVE THE MINUTES OF THE CFC MEETING OF 7th FEBRUARY 2017
5. PUBLIC REPRESENTATIONS
6. ACTING TOWN CLERK'S REPORT (Appendix 1)

COMMUNITY FACILITIES

7. SKATE PARK

Repairs have been undertaken as per the recommendations in the Annual Inspection Report.

8. STRAND WHARF

The correct lighting is now installed and the Heritage Board erected in line with planning permission. There is one query which the Acting Town Clerk has raised with SBC in relation to the proposed final TRO.

Unfortunately there was a recently reported incident of anti-social behaviour at the Wharf due to the effects of excessive alcoholic consumption. This was most distressing as it affected one of the memorial plaques. The Acting Town Clerk will monitor reports and incidents as it may be that other services and the Borough Council will need to play an active part in addressing issues. In the meantime, the Committee may wish to consider whether appropriate signage within the planters may assist.

COMMUNITY CENTRE

9. ARTS GROUP REPORT (Appendix 2) – **Decision Item**

The Committee are asked to note the **RECOMMENDATION** within the report.

10. REPORT ON ADMINISTRATION

The Town Clerk (Acting) has implemented an Operational Risk Register (Appendix 3) for the Centre and LCC Staff Procedures handbook. The H&S policy for the Centre along with the Emergency Plan and Fire Plan are being reviewed. A Lone Worker Policy is to be formally adopted in due course. The H&S audit checklist is up to date, with the next Fire Risk Assessment due July 2017.

Administration procedures with regards to invoicing have been reviewed to ensure better time management of staff resources.

The Book, CD & DVD Fayre had a full complement of stalls and was well attended. Easter holiday events are arranged and proving popular with pre-booking essential.

A formal marketing report will be prepared later in the year following suitable training and implementation of the new staffing structure.

11. FACILITIES MANAGER'S REPORT

The Facilities Manager has been working with the Acting Town Clerk to formalise certain procedures and implement a more structured working programme.

With the implementation of the Operational Risk Register items have been highlighted to the CFC Sub-Committee that need attention and need to be considered with any repair/refurbishment programme they are investigating.

12. LORNA & LOTTIE'S REPORT

Year-end figures are expected shortly and will be reported to Committee when able to do so. The new financial year has commenced with a profit after allowing for owed holiday pay. A record will be made of each month's profit/loss figure with a running total of commission due to the Council.

13. COMMUNITY CENTRE SUB-COMMITTEE MINUTES

These will be presented at the meeting.

14. ARTIST IN RESIDENCE 2017/18

The current term will expire 31st August 2017. It is **RECOMMENDED** that the Arts Group commence the process for establishing the next Artist in Residence, reviewing the brief and implementing a formal time and implementation structure.

FINANCIAL

15. COMMITTEE BUDGET REPORT – 27th JANUARY 2017 – (Appendix 4)

16. RATIFICATION OF LIFT REPAIR PAYMENT – **DECISION ITEM**

The main lift system required extensive repair recently following issues with two components affecting working operation. The Chairman and Vice Chairman were advised but clearly to keep the Centre operational for all hirers the repairs were essential.

It is requested that the Committee **RATIFY** the payment of £1,226.83 which included parts and labour over a protracted period.



Helen Symmons
Town Clerk (Acting)
30th March 2017

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

ACTING TOWN CLERK'S REPORT - COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2016/17

Committee	Minute No. and Subject	Completion Status	Completion Date	Outcome	Forward Action Required	RO
CFC 07-02-17	75. LDSC	Mini bus field trip suspended Skate park repairs completed	16-03-17	Insufficient response Monitor	Set new date Book 2017 external inspection	ATC ATC
CFC 07-02-17	76. Skate Park Grass Cutting	SBC advised	09-02-17	Service booked	Monitor standard	FM
CFC 07-02-17	77. Art Group Report	Exhibition T&C complete Hanging system purchased	10-03-17	Implemented	NFA To be installed	FM
CFC 07-02-17	79. Facility Manager's Report	Commercial oven Extractor fan bought		Ongoing Being returned	Installation No longer required as new window fitting	FM FM
CFC 07-02-17	80. Lorna & Lottie's Report	Renewal of Licence review undertaken Publicise the success of the cafe	10-03-17	On Council Agenda 21-03-17	ATC to sign Licence Press release when Licence renewed	ATC ATC
CFC 07-02-17	81. Community Centre Sub-committee	Meeting held	29-03-17	Agenda Item on CFC		
CFC 07-02-17	83. Year End Underspends and Virements	1. Virement and EMR to implement at year end	07-03-17	Approved by P&R	Implement yr end	ATC



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REPORT TO CFC Arts Group

The LCC Arts Group met 10th March. The following is reported to the Committee:

1. The Artist in Residence has discussed her initial legacy piece plans with the group which will not require the full budget of £500.
2. Following a comprehensive report submitted to the Arts Group by the Acting Town Clerk and subsequently a mid-term review with the Artist, it is **RECOMMENDED that CFC approve one of the following options:**
 - a. Reduce the Attic rent to £50 per month from March to September
 - b. Waive the rent for the second half of the residency
3. The recent life drawing exhibition has received some excellent feedback in the comments book. The next exhibition commences 31st March and future exhibitions are now booked until Christmas.
4. Some work is required on the church window hoardings before they are ready to hang. The largest space for them is in the Council Chamber.
5. The Art Trail presented to the group with regard to 2017 Trail.

OPERATIONAL RISK REGISTER – LEIGH COMMUNITY CENTRE

RISK	IMPACT	CONTROL/MONITORING	RISK RESPONSE/ACTIONS	RESPONSIBLE PERSON	COMPLETION /REVIEW DATE
Security	Theft, vandalism and damage resulting in possible cancelled booking, reduced income and higher insurance premiums. Poor image	LCC alarmed and opening & closing procedures in place. Sensitive areas monitored by CCTV. Damage repaired asap.	TREAT LCC Sub-Committee to review for Works programme additional CCTV	LCC Committees	
Attic	Studio Classes	Consider risks prevalent to class attendees	TREAT Artist to supply Risk Assessment	Artist in Residence	
Vermin (Pigeons)	Risk of inundation, disease possible, poor public image, H&S issues plus damage to building	Regular programme of inspections	TREAT External pest control as long term solution for LCC Sub-Committee to review for Works programme	LCC Committees	
Maintenance	Routine & essential maintenance not undertaken resulting in reduced bookings, health & safety issues. Deterioration in building leading to lease issues, complaints and reduced image	Conditions survey report 2014 Consideration of Lift system Buildings maintenance schedule Independent surveys carried out	TREAT LCC Sub-committee to review works programme in accordance with committee and capital programme budgets TREAT LCC Sub-Committee to review	LCC Committees LCC Committees	
Failure to Collect Income	Below target income possibly resulting in higher than anticipated expenditure if saving unable to be made	Budget monitoring. Casual hirers pay prior to their booking, regular hirers invoiced. Internal checks to ensure income collected	Monitor	RFO	quarterly

OPERATIONAL RISK REGISTER – LEIGH COMMUNITY CENTRE

RISK	IMPACT	CONTROL/MONITORING	RISK RESPONSE/ACTIONS	RESPONSIBLE PERSON	COMPLETION /REVIEW DATE
Lack of adequate insurances	Claims against the Council which are not covered resulting in additional expenditure not budgeted for	Insurance reviewed on yearly basis	Monitor		July annually
Personal Injury	Significant claims resulting in higher insurance premiums and loss of reputation	Staff undertake frequent visual inspections, report problems to FM. Equipment maintained PAT tested	TREAT / Monitor Emergency Lighting system requires upgrading – LCC Sub-Committee to review for works programme	All staff LCC Committees	monthly
Failure to obtain necessary licences or licences revoked	Unable to provide services such as weddings and alcohol resulting in reduced bookings. Criticism from licensing authorities. Possible legal action and fines against the Council.	Premises licence held with TC as named DPS. Staff trained to ensure conditions of licences met. Licence for marriages renewable every 3 years.	TREAT FM to become DPS. Conditions of licence require consideration of air conditioning unit for LH – LCC Sub-Committee to review for works programme Wedding licence exp 06-01-2019 – diarised	TC LCC Committees TC	
Failure to review charges	Reduced income to the Council and non-competitive charges	Charges reviewed yearly.	Monitor	RFO	Review September
Significant damage to building	Interruption of service, reduced income, transfer of Council office to other site, disruption for customers and staff	Rigorous H&S regime. Electrical tests carried out as required, building problems report to FM, building staffed when open. Financial reserves in place	TREAT Fire alarm system requires upgrading. LCC Sub-Committee to review for works programme.	LCC Committees	

OPERATIONAL RISK REGISTER – LEIGH COMMUNITY CENTRE

RISK	IMPACT	CONTROL/MONITORING	RISK RESPONSE/ACTIONS	RESPONSIBLE PERSON	COMPLETION /REVIEW DATE
			<p>Electrical Inspection due 08-17</p> <p>Emergency Action plan in place to be reviewed and staff training manual in place with all relevant H&S instructions, procedures etc. read regularly</p>	<p>FM</p> <p>TC</p>	
Increased competition/ economic downturn	Reduced bookings resulting in reduced income	Charges set on two tier system. Charges reviewed yearly. Facilities updated to ensure customer service. Publicity and social media.	<p><u>TREAT/Monitor</u></p> <p>Staffing structure to ensure higher marketing capacity</p>	TC	

COMMUNITY FACILITIES BUDGET					2016/17					
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2016/17	Expenditure	Balance	% Spent
LCC Hire Income	£ 105,000.00	£ 109,010.60	-£ 4,010.60	103.82%	LCC Expenditure	£ 27,158.56	£ 71,770.00	£ 49,023.54	£ 49,905.02	68.31%
LTC Premises Contribution	£ 25,000.00	£ 25,000.00	£ -	100.00%	LCC Staffing		£ 134,476.00	£ 127,965.87	£ 6,510.13	95.16%
Other Income*	£ 1,232.75	£ 3,805.00	-£ 2,572.25	308.66%	Highways Expenditure	£ 331.03	£ 8,000.00	£ 4,630.25	£ 3,700.78	57.88%
Highways Income		£ 300.00	-£ 300.00		Strand Wharf Expenditure		£ 2,450.00	£ 1,383.18	£ 1,066.82	56.46%
Strand Wharf	£ 1,000.00	£ 4,000.00	-£ 3,000.00	400.00%	Skate Park Expenditure	£ 2,402.25	£ 4,550.00	£ 2,462.31	£ 4,489.94	54.12%
LCC Fundraising		£ 222.68			Paddling Pool	£ 1,659.70	£ -	£ -	£ 1,659.70	0.00%
					Skate Park Staffing		£ 3,921.00	£ 3,584.08	£ 336.92	91.41%
					Strand Wharf (Capital)	£ 76,923.37	£ -	£ 76,131.27	£ 792.10	
Total Income	£ 132,232.75	£ 142,338.28	-£ 9,882.85	107.64%	Total Expenditure	£ 108,474.91	£ 225,167.00	£ 265,180.50	£ 68,461.41	79.48%

COMMUNITY CENTRE DETAILED BUDGET					2016/17					
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2016/17	Expenditure	Balance	% Spent
Room Hire	£ 105,000.00	£ 109,010.60	-£ 4,010.60	103.82%	Insurance		£ 2,800.00	£ 2,746.49	£ 53.51	98.09%
LTC Building Contribution	£ 25,000.00	£ 25,000.00	£ -	100.00%	Business Rates		£ 8,000.00	£ 7,986.00	£ 14.00	99.83%
			£ -		Legal Lease Fees		£ -	£ 3,340.84	-£ 3,340.84	
LTC Events Hire	£ 600.00	£ 299.25	£ 300.75	49.88%	Utilities		£ 18,800.00	£ 15,594.20	£ 3,205.80	82.95%
Events at LCC		£ 2,873.00	-£ 2,873.00		Catering		£ -	£ 809.35	-£ 809.35	
Coffee Machine Recovery	£ 632.75	£ 632.75	£ -		Infrastructure Costs + F&F (Capital)	£ 12,076.68	£ 4,000.00	£ 150.73	£ 15,925.95	3.77%
Other Income		£ 534.91	-£ 534.91		Professional Fees	£ 5,000.00			£ 5,000.00	
			£ -		Cleaning & Waste / H&S		£ 7,000.00	£ 5,999.71	£ 1,000.29	85.71%
			£ -		Advertising & Website		£ 3,000.00	£ 871.15	£ 2,128.85	29.04%
Grants Received		£ -	£ -		Security & Alarms	£ 2,170.49	£ 2,300.00	£ 680.08	£ 3,790.41	29.57%
Friends Fundraising		£ 222.68	-£ 222.68		Internal Maintenance	£ 1,491.50	£ 10,000.00	£ 7,652.47	£ 3,839.03	76.52%
					External Maintenance	£ 4,632.89	£ 6,500.00	£ 508.74	£ 10,624.15	7.83%
					Miscellaneous		£ 2,000.00	£ 1,290.50	£ 709.50	64.53%
					Licences		£ 3,870.00	-£ 731.25	£ 4,601.25	-18.90%
					IT		£ 1,000.00	£ 157.45	£ 842.55	15.75%
					Janitorial Costs (Uniforms Etc)		£ 500.00	£ -	£ 500.00	0.00%
					Contingencies		£ 2,000.00		£ 2,000.00	0.00%
					Events at LCC			£ 1,967.08	-£ 1,967.08	
					Salaries (Admin)		£ 57,280.54	£ 60,152.11	-£ 2,871.57	105.01%
					Salaries (Janitorial)		£ 77,195.46	£ 67,813.76	£ 9,381.70	87.85%
					Friend's Purchases	£ 1,787.00	£ 222.68	£ -	£ 2,009.68	
TOTAL INCOME	£ 131,232.75	£ 138,350.51	-£ 7,117.76	105.42%	TOTAL EXPENDITURE	£ 27,158.56	£ 206,246.00	£ 176,989.41	£ 54,628.15	85.81%

HIGHWAYS DETAILED BUDGET					2016/17	
EXPENDITURE	Earmarked Reserves	Budget 2016/17	Income	Expenditure	Balance	% Spent
School Crossing Patrols		£ 4,500.00		£ 4,291.75	£ 208.25	95.37%
Bus Shelters	£ -	£ 3,000.00		£ 38.50	£ 2,961.50	1.28%
New Bus Shelters		£ -		£ -	£ -	
Highway Infrastructure	£ 331.03	£ 500.00		£ -	£ 831.03	0.00%
Phone Box			£ 300.00	£ 300.00	£ -	
Staff Costs		£ -			£ -	
TOTAL EXPENDITURE	£ 331.03	£ 8,000.00	£ 300.00	£ 4,630.25	£ 4,000.78	55.58%

SKATE PARK DETAILED BUDGET					2016/17
EXPENDITURE	EMR 2015/16 B/F	Budget 2016/17	Expenditure	Balance	% Spent
Reserve from 2015/16	£ 2,402.25			£ 2,402.25	
Rent		£ 50.00	£ 50.00	£ -	100.00%
Cleaning		£ 2,000.00	£ 746.88	£ 1,253.12	37.34%
Electricity		£ 500.00	£ 186.82	£ 313.18	37.36%
Miscellaneous		£ 300.00	£ 333.61	-£ 33.61	111.20%
Grass Cutting		£ 700.00	£ 450.00	£ 250.00	64.29%
Skate Park Maintenance		£ 1,000.00	£ 695.00	£ 305.00	69.50%
Staffing Costs		£ 3,921.00	£ 3,584.08	£ 336.92	91.41%
TOTAL EXPENDITURE	£ 2,402.25	£ 8,471.00	£ 6,046.39	£ 4,826.86	71.38%

STRAND WHARF DETAILED BUDGET				2016/17	
INCOME & EXPENDITURE	Budget 2016/17	Income	Expenditure	Balance	% Spent
Income	£ 1,000.00				
Strand Wharf Running Costs	£ 2,000.00		£ 35.00	£ 1,965.00	1.75%
Maintenance	£ 300.00		£ 794.39	-£ 494.39	264.80%
Electricity	£ 150.00		£ 188.51	-£ 38.51	125.67%
Memorial Plaques		£ 4,000.00	£ 365.28	£ 3,634.72	
TOTAL EXPENDITURE	£ 2,450.00	£ 4,000.00	£ 1,383.18	£ 5,066.82	56.46%