



Leigh-on-Sea Town Council

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Chairman: Cllr Carole Mulroney
Vice Chairman: Cllr Caroline Parker
Town Clerk: Paul Beckerson



15th November 2012

Notice is hereby given that the next meeting of the **LEIGH COMMUNITY CENTRE COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday 20th November 2012** in Room 6, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.30pm.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. ELECTION OF VICE CHAIRMAN
3. APOLOGIES FOR ABSENCE
4. DECLARATION OF MEMBERS' INTERESTS
5. REVIEW OF CURRENT SITUATION (CHAIRMAN TO REPORT)
6. TO CONSIDER PROCEDURES FOR USE OF EARMARKED RESERVE

An earmarked reserve to accept funds raised by the "Friends" group and others has been created. The Committee needs to consider the procedures that need to be put in place to enable the LCC Manager to use these funds.

7. CONSIDERATION OF REPORTING PROCEDURES FOR THE CENTRE MANAGER
8. BUDGET REPORT – Report 2128/LCC – 15th November 2012 – Appendix 1
9. LEIGH COMMUNITY CENTRE BUDGET 2013/14 – Appendix 2

Paul Beckerson
Town Clerk
15th November 2012

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

LCC Budget 2012/13 (7 Months)

Budget 2012/13	Income Budget	Income to Date	Expenditure Budget	Spent to Date	Committed	Balance	% Spent
Hiring Income	£18,000.00	£1,314.65				£16,685.35	7.30
LTC Contribution	£7,395.00					£7,395.00	0.00
Rates			£4,500.00	£0.00		£4,500.00	0.00
Gas			£1,750.00	£230.60		£1,519.40	13.18
Electric			£2,100.00	£219.56		£1,880.44	10.46
Water			£600.00	£0.00		£600.00	0.00
Catering			£200.00	£315.45		-£115.45	157.73
Communications			£650.00	£544.10		£105.90	83.71
Cleaning / Washroom Services			£1,400.00	£1,809.04		-£409.04	129.22
Waste Removal			£900.00	£171.69		£728.31	19.08
Insurance			£1,750.00	£491.82		£1,258.18	28.10
Advertising			£600.00	£317.00		£283.00	52.83
Security / Alarms			£1,000.00		£776.00	£224.00	0.00
Internal Maintenance			£5,000.00	£524.03		£4,475.97	10.48
External Maintenance			£4,500.00	£630.00		£3,870.00	14.00
Miscellaneous			£1,200.00	£56.96		£1,143.04	4.75
Licences			£200.00	£410.00		-£210.00	205.00
IT			£1,000.00	£829.45		£170.55	82.95
Contingencies			£4,100.00			£4,100.00	0.00
Salaries / Payroll*			£30,666.00	£13,178.76		£17,487.24	42.98
Admin Services			£600.00			£600.00	0.00
Totals	£25,395.00	£1,314.65	£62,716.00	£19,728.46	£776.00	£42,211.54	31.46

Net Spend **£18,413.81** **£37,321.00**

SET-UP Budget (Implementation Plan)

	Budget 2012/13	Committed	Spend	Sub-Total	Balance	% Used
Relocation of LTC Office	£2,000.00		£2,265.00	£2,265.00	-£265.00	113.25
Office Conversion	£5,000.00		£7,869.98	£7,869.98	-£2,869.98	157.40
Hall Re-Decoration	£0.00		£3,942.00	£3,942.00	-£3,942.00	
Professional Services	£8,000.00	£950.00	£200.00	£1,150.00	£6,850.00	14.38
Staff Recruitment	£1,000.00		£100.00	£100.00	£900.00	10.00
Computer Hardware	£1,000.00		£2,258.33	£2,258.33	-£1,258.33	225.83
Computer Software	£1,500.00		£580.00	£580.00	£920.00	38.67
Sub-Total	£18,500.00	£950.00	£17,215.31	£18,165.31	£334.69	98.19
Furniture, Fixtures & Fittings	£5,070.00		£571.86	£571.86	£4,498.14	11.28
Miscellaneous Equipment	£4,555.00		£1,029.22	£1,029.22	£3,525.78	22.60
Total	£28,125.00	£950.00	£18,816.39	£19,766.39	£8,358.61	70.28

Fund Balance £2,857.00

Sheet 9

LCC Budget 2013/14

Budget 2013/14	Income Budget	Expenditure Budget
Hiring Income	£46,000.00	
LTC Building Contribution	£23,500.00	
Bursary Fund	£1,000.00	
Rates		£7,800.00
Gas		£3,000.00
Electric		£3,500.00
Water		£1,000.00
Catering		£200.00
Communications		£2,000.00
Cleaning Materials Etc.		£4,000.00
Waste Removal / Washroom Serv.		£2,800.00
Insurance		£3,000.00
Advertising		£1,000.00
Security / Alarms		£1,000.00
Internal Maintenance		£8,500.00
External Maintenance		£7,500.00
Miscellaneous		£2,000.00
Licences		£650.00
IT		£1,000.00
Contingencies		£9,500.00
Salaries / Payroll		£55,114.08
Existing Admin Salaries Apportioned		£15,600.00
Admin Services		£600.00
Totals	£70,500.00	£129,764.08

Based on bills to date x12
Includes Sani-bins Contract

Includes 33% of 3 Year
Wedding Licence

Net Deficit	£59,264.08		
Less Existing Salaries	£15,600.00		
LCC Deficit	£43,664.08	Band D Equivalent	£4.91