



# Leigh-on-Sea Town Council

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



29<sup>th</sup> November 2012

Notice is hereby given that an **Extraordinary** meeting of the **LEIGH COMMUNITY CENTRE COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday 04<sup>th</sup> December 2012** in Room 6, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.00pm.

## AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. ELECTION OF VICE CHAIRMAN
3. APOLOGIES FOR ABSENCE
4. TO APPROVE THE MINUTES OF THE MEETING OF 20<sup>th</sup> November 2012
5. DECLARATION OF MEMBERS' INTERESTS
6. TO CONSIDER LCC MANAGER SCHEME OF DELEGATION – Report 2130 (Appendix 1)
7. TO APPROVE VARIATION OF SOUND CONTROL EQUIPMENT DELEGATION

### **To note/approve a possible change in the scheme for prevention of noise nuisance.**

The acoustician has inspected the building and strongly recommends that we do not fit sound limiting devices as these will probably prevent live bands playing and other forms of amplified music can be better controlled in other ways. We have established that the acoustician, Richard Vivian, is fully qualified and experienced. He will speak to the environmental health officer and give us a report and recommendations on an effective scheme of control, the implementation of which can be delegated to officers. This is a variation to the delegated authority for the Town Clerk to purchase sound limiting equipment.

Paul Beckerson  
Town Clerk  
29<sup>th</sup> November 2012

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

**LCC Manager Scheme of Delegation – Report 2130**

The remit for the LCC Committee states:

- 1b. *To receive reports from the LCC Manager who has delegated authority in managing the LCC and all operational matters relating to hirers and staffing.*

At present the LCC manager has no scheme of delegation approved by Committee

1. <b>Staff</b>	hiring	delegate/refer?
2. <b>Staff</b>	firing	delegate/refer?
3. <b>Staff</b>	discipline, appraisals	delegate/refer?
4. <b>Staff</b>	deployment, hours of work, training	delegate/refer?
5. <b>Staff</b>	terms of service, salary	delegate/refer?
6. <b>Temporary staff/ overtime</b>		delegate/refer?
7. <b>Building</b>	maintenance/repair	delegate/refer?
8. <b>Building</b>	alterations or improvements	delegate/refer?
9. <b>Building</b>	use of space	delegate/refer?
10. <b>Health and Safety</b>	policy, implementation	delegate/refer?
11. <b>Utilities</b>	major contracts and services	delegate/refer?
12. <b>Utilities</b>	minor contracts and services	delegate/refer?
13. <b>Hiring</b>	day-to-day, events, major events	delegate/refer?
14. <b>Hiring</b>	approval of room rates and other charges	delegate/refer?
15. <b>Hiring</b>	applying room rates and other charges	delegate/refer?
16. <b>Business development</b>	policy guidelines and direction	delegate/refer?
17. <b>Business development</b>	implementation	delegate/refer?
18. <b>Equipment</b>	purchase, replacement or repair	delegate/refer?
19. <b>“Friends” donations usage</b>	policy etc.	delegate/refer?
20. <b>Marketing</b>	approving major advertising campaigns	delegate/refer?
21. <b>Marketing</b>	placing routine adverts	delegate/refer?
22. <b>Marketing</b>	initial web site design	delegate/refer?
23. <b>Marketing</b>	web site maintenance, press releases	delegate/refer?
24. <b>Volunteers</b>	terms of service, training, crb checks	delegate/refer?
25. <b>Volunteers</b>	deployment, safety, hours	delegate/refer?
26. <b>Budget</b>	preparing	delegate/refer?
27. <b>Budget</b>	spending	delegate/refer?

This list is far from exhaustive and needs to be considered in conjunction with standing orders and financial regs.

There are bound to be many grey areas and as these arise the centre manager can consult with the town clerk and committee chairman who will together decide if it needs to be referred to committee.