



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)

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



11<sup>th</sup> April 2013

Notice is hereby given that a meeting of the **LEIGH COMMUNITY CENTRE COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday 16<sup>th</sup> April 2013** in Room 6, 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. TO APPROVE THE MINUTES OF THE MEETING OF 19<sup>th</sup> March 2013
4. DECLARATION OF MEMBERS' INTERESTS
5. COMMUNITY CENTRE MANAGER'S REPORT – This report will be on those items, where relevant, as previously identified by the Committee. (Report 2194 - Appendix 1)
6. REPORT ON WORK TO ROOMS 4, 5 and 7 – (Report 2200 – Appendix 2)
7. TO NOTE GENERAL RANGE OF REFURBISHMENT WORKS TO THE BUILDING WITH APPROXIMATE INDICATIVE COSTS – (Report 2201 - Appendix 3)
8. TO CONSIDER OBTAINING PROFESSIONAL ACCOUNTANCY ADVICE REGARDING ACCOUNTING & STRUCTURES FOR THE COMMUNITY CENTRE – Verbal Report at Meeting
9. BUDGET REPORT – Report 2199/LCC – Appendix 4
10. EXCLUSION OF PRESS AND PUBLIC  
That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. (Contractual)
11. BURSARY APPROVAL OF SUCCESSFUL APPLICATIONS – (Confidential Appendix 5)

Paul Beckerson  
Town Clerk  
11<sup>th</sup> April 2013

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



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## COMMUNITY CENTRE MANAGER'S REPORT Report 2194/CC V Moyses

April 2013

### 1. Marketing and Promotion

No further progress at present.

### 2. Staffing

### 3. Volunteers

Call has gone out to Friends for help with the re-decoration of Rooms 4 and 5.

### 4. Advisory Board

Following the decision that the Board is not being progressed in the format anticipated those that did show an interest will be informed and being asked to be a standby if their expertise or advice is required.

### 5. Liaison with other Organisations and Partners

A meeting is arranged with Café Valise to review the Café progress.

### 6. Building Maintenance

Minor maintenance on going. Lift to Lower Hall is not working. Awaiting an inspection to review best options for way forward.

### 7. Health & Safety

Emergency lighting being reviewed and awaiting outcome.

### 8. Business Development

This to be progressed in conjunction with the Marketing Plan.

### 9. Matters Arising

- 1 External signage is being mocked up for final approval by the Centre Manager. – Now ordered will be in place by 19 April for Annual Town Meeting.
- 2 Final pricing structure for 1 April complete and implementation in progress. - Complete
- 3 Suggestion box – in place
- 4 Donations box – in place

### 10. Feedback and Impact on the Community

Still good feedback from Press and Users.

### 11. Bookings and Budget

The level of new bookings is still increasing and more diverse activities and groups are showing interest.

Booking enquiries:                      3 weddings – ceremony and reception  
Muslim wedding reception  
Counselling sessions

Bookings confirmed:                    Southend U3A  
     Adult and children’s parties  
     Cake club  
     Capoiara Club  
     Independent art school

For the period from 1 November to 10 April the percentage received income calculated against potential income is **22.7%**.

**Priorities for period 16 April to 21 May**

<b>CC</b>	<b>Events</b>
Website initial design	Annual Town Electors Meeting
Prioritisation of all remedial works and costings	May Day
Caretaker training	Good for Leigh/Leigh in Front
Preparation for May wedding	Leigh Lights
Set up of in house procedures for Centre	

**Priorities for period 21 May to 18 June**

<b>CC</b>	<b>Events</b>
Completion of all above	Good for Leigh/Leigh in Front
Prioritisation of all remedial works and costings	Leigh Lights
Completion of website changes	
Preparation for May wedding	
Set up of in house procedures for Centre	



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Report 2200/TC

## REPORT ON WORKS TO ROOMS 4, 5 and 7

As members are aware the LCC now has a wedding licence with the first marriage being celebrated on Saturday 25<sup>th</sup> May 2013. As part of the conditions of the licence agreed with SBC's Registrar there are some necessary refurbishment works to bring the marriage room and the designated interview room up to an acceptable standard. The purpose of this report is to inform members of the scale of the proposed works and to ask the Committee to approve the prices that have been received to date. It will also give a financial appraisal of the cost benefits in terms of income and increased usage against the capital expenditure. It would be cost effective in both terms of time and cost to carry out refurbishment works in Room at the same time.

Once refurbished, Room 4 will be marketed not only as a wedding venue but as a commercial let-able space with the following uses:

Wedding Ceremonies (3 additional enquiries for weddings up until September and an additional reception)

Conference and seminar venue (bringing additional catering business etc.)

Matinée performances by White Bus Cinema (White Bus Cinema would like to expand their operation at the Centre)

### Proposed Works:

**Double Doorway between Rooms 5 and 4:** This is to accommodate the Thursday Club's requirements. This will be financed by SBC as part of the lease agreement.

**Curtaining** to Room 4 windows and glazed partition, there are two quotations at the moment with one outstanding as required by financial regulations. They comprise fire retardant material, blackout linings and tracks.

Quotation A: £2,710 (Includes free Fire Retarding) (There is an option to just undertake curtaining to the main windows only which would reduce the cost but would not allow the room to be darkened, limiting usage).

Quotation B: £3,618

This will be funded from the Friend's Fund (the present balance being £2,088) and is the responsibility under delegated powers of the Community Centre Manager.

**Frosting** of glazed partitions with sheeting will amount to an estimated £165.

**Painting and Decorating** will be carried out by the Friends of the LCC, so there is the cost of the materials which is estimated at approximately (330m<sup>2</sup> £770) Rooms 4 and 5, (200m<sup>2</sup> £450) Room 7.

**Fitting of Curtain Track:** allow a PC sum of £300

**Sanding and varnishing of floor in Room 4:** three quotations have been received to date with an additional one to be provided by SBC

Quotation A: £1,485

Quotation B: £1,980

Quotation C: £1,105

**Sanding and varnishing of floor in Room 7:** The quotations above are valid for Room 7. Taking the lowest price of £1,105

If one assumes that the Committee will accept the lowest quotation where these have been given, the total value of the proposed works will amount to:

**£3,730** excluding the curtaining provided by Friend's fundraising.

**Estimated additional income generated:**

Wedding Ceremonies L/S 6 per year over 5 years – (£200 event fee plus bar revenue £500)	£21,000
Conference and Seminar Use L/s 6 per year over 5 years (5 hours @ £20 plus catering %)	£6,000
Additional Use by White Bus Cinema (1 per month @ £100)	£6,000
<b>Total</b>	<b>£33,000</b>

For a proposed expenditure of £3,730 there would be an estimated return of £33,000 which is 884.7%.

The Committee is therefore asked to **approve** the proposed works and expenditure at the lowest quotation. Additionally the Committee is asked to agree advancing the shortfall of £622 for the curtaining prior to the additional funds being raised by the Friends.



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Report 2201/TC

## REPORT ON POSSIBLE REFURBISHMENT WORKS

This report lists possible improvements works to the centre with very approximate indicative costs. The Committee is requested to **note** this list as its overall plan for the LCC over the next two years; individual items will be represented to the Committee when firm costs have been obtained for approval and priorities agreed with the LCC Manager as regards implementation according to demand and the available resources.

### Facade

Redecorate	£3,500
Signage	£1,250
<b>Subtotal</b>	<b>£4,750</b>

### Entrance

Decoration	£ 500
Lighting	£ 500
<b>Subtotal</b>	<b>£1,000</b>

### Lower Hall

Curtains	£5,500
Stage	£2,000
Stage surround and storage area (recital hall)	£4,000
PA equipment	£1,500
Lighting	£2,000
Ventilation	£1,500
Sound proofing	£5,000
<b>Subtotal</b>	<b>£21,500</b>

### Room 4

Decorate	£ 500
Floor	£1,000
Curtains	£2,000
Sundries	£ 500
Portable stage	£1,500
Civic panel	£ 750
<b>Subtotal</b>	<b>£6,250</b>

### Room 5

Decorate	£ 500
Council chamber	£1,500
<b>Subtotal</b>	<b>£2,000</b>

### Room 7

Decorate	£ 500
Floor	£1,000

Curtains	£2,000
Lighting	£ 750
<b>Subtotal</b>	<b><u>£4,250</u></b>

**Cafeteria**

Equipment contingency	<u>£1,500</u>
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**Fire alarm upgrade**

Door lock for corridor	<u>£ 500</u>
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**Attic**

Fit out for other use	<u>£5,000</u>
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<b><u>TOTAL</u></b>	<b><u>£49,000</u></b>
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The above assumes volunteer labour from friends.

Does not include any specific equipment items

Items have not been fully costed.

Budget 2012/13	Income Budget	Income to Date	Expenditure Budget	Spent to Date	Committed	Balance	% Spent
Hiring Income	£18,000.00	£21,822.08				-£3,822.08	121.23
Admissions	£0.00	£0.00				£0.00	
LTC Contribution	£10,500.00	£10,500.00				£0.00	100.00
Fund Raising Events	£0.00	£2,806.51				-£2,806.51	
Cory Grant	£0.00					£0.00	
	£28,500.00	£35,128.59	£0.00	£0.00	£0.00	-£6,628.59	123.26
Rates			£4,500.00	£4,393.97		£106.03	97.64
Gas			£1,750.00	£5,096.08		-£3,346.08	291.20
Electric			£2,100.00	£2,171.00		-£71.00	103.38
Water			£600.00	£171.71		£428.29	28.62
Catering		£177.10	£200.00	£412.44		-£35.34	109.37
Communications			£650.00	£1,175.18		-£525.18	180.80
Cleaning / Washroom Services			£1,400.00	£2,057.74		-£657.74	146.98
Waste Removal			£900.00	£679.95		£220.05	75.55
Furniture			£0.00	£4,300.00		-£4,300.00	
Insurance			£1,750.00	£2,017.57		-£267.57	115.29
Advertising			£600.00	£317.00		£283.00	52.83
Security / Alarms			£1,000.00	£1,680.81		-£680.81	168.08
Internal Maintenance			£5,000.00	£3,858.83		£1,141.17	77.18
External Maintenance			£4,500.00	£630.00		£3,870.00	14.00
Miscellaneous			£1,200.00	£895.85		£304.15	74.65
Licences			£200.00	£2,010.00		-£1,810.00	1005.00
IT			£1,000.00	£2,317.94		-£1,317.94	231.79
Contingencies			£4,100.00			£4,100.00	0.00
Salaries / Payroll*			£30,666.00	£40,600.81		-£9,934.81	132.40
Staff Training			£0.00	£220.00		-£220.00	
Fund Raising Expenditure			£0.00	£717.57		-£717.57	
Admin Services			£600.00			£600.00	0.00
<b>Totals</b>	<b>£28,500.00</b>	<b>£35,305.69</b>	<b>£62,716.00</b>	<b>£75,724.45</b>	<b>£0.00</b>	<b>-£12,831.35</b>	120.74
			Net Spend Less Salaries			-£182.05	
			Net Spend			£40,418.76	



**SET-UP Budget (Implementation Plan)**

	<b>Budget 2012/13</b>	<b>Committed</b>	<b>Spend</b>	<b>Sub-Total</b>	<b>Balance</b>	<b>% Used</b>
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	£680.00	£1,630.00	£6,370.00	20.38
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
<b>Sub-Total</b>	<b>£18,500.00</b>	<b>£950.00</b>	<b>£17,695.31</b>	<b>£18,645.31</b>	<b>-£145.31</b>	<b>100.79</b>
Furniture, Fixtures & Fittings	£5,070.00		£1,697.17	£1,697.17	£3,372.83	33.47
Miscellaneous Equipment	£4,555.00		£3,430.21	£3,430.21	£1,124.79	75.31
<b>Total</b>	<b>£28,125.00</b>	<b>£950.00</b>	<b>£22,822.69</b>	<b>£23,772.69</b>	<b>£4,352.31</b>	<b>84.53</b>

Fund Balance                      £2,857.00

## LCC INCOME REPORT 2012-13

SACC used to receive Income apportioned over 7 Months (Sept - March)*	£9,625.00	**	
Existing LTC Room Hire apportioned by 7 months	£1,633.33		
Existing Total Income / per month	<b>£11,258.33</b>		£1,608.33 Per month
Predicted Growth S&TPSC 28/03/12	£2,994.00		
<b>Total Predicted Income</b>	<b>£14,252.33</b>		Total Bookings to 31/03/13 £23,719.45
<b>Total Invoiced Income to 9th April 2013</b>	<b>£23,719.45</b>	<b>166%</b>	<b>Of Predicted Income</b>
<b>Total Received Income to 9th April 2013 (From Budget Sheet)</b>	<b>£21,822.08</b>	<b>24%</b>	<b>Of Possible Income</b>
<b>Balance to Invoice before 9th April 2013 to achieve target</b>	<b>-£9,467.12</b>		

Month by Month Income Comparison	Predicted		Actual	Difference
	SACC	Growth		
Aug-12 †	£0.00		£0.00	£0.00
Sep-12	£1,608.33		£0.00	-£1,608.33
Oct-12 †† Invoiced amount includes bookings in Sept & Oct	£1,608.33		£3,800.07	£2,191.74
Nov-12	£1,608.33	£84.81	£3,175.57	£1,482.43
Dec-12	£1,608.33	£341.81	£5,610.82	£3,660.68
Jan-13 ††† Three weeks without bookings over the Xmas Holiday	£1,608.33	£598.81	£1,764.17	-£442.97
Feb-13	£1,608.33	£855.81	£359.40	-£2,104.74
Mar-13	£1,608.33	£1,112.81	£9,009.42	£6,288.28
<b>Year Total 2012-13 (financial Year)</b>	<b>£11,258.31</b>	<b>£2,994.05</b>	<b>£23,719.45</b>	<b>£9,467.09</b>
Apr-13	£1,608.33	£1,626.81	£0.00	
May-13	£1,608.33	£2,140.81	£0.00	
Jun-13	£1,608.33	£2,570.00	£0.00	
Jul-13	£1,608.33	£2,570.00	£0.00	
<b>Year Total 2012-13 (whole Year)</b>	<b>£17,691.63</b>	<b>£11,901.67</b>	<b>£23,719.45</b>	

\* This is LTC's Time in the LCC so far

\*\* This appears to have been an optimistic figure

† There were no bookings during August due to move and building works

**IT SHOULD BE NOTED THAT THE FIGURES IN THE BUDGET SHEET ARE RECEIVED INCOME NOT INVOICED INCOME**