



Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk

Chairman: Cllr Pat Holden
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson

Q
QUALITY
TOWN
COUNCIL

30th August 2012

Notice is hereby given that the next meeting of the **Strategy and Town Plan Sub-Committee** of the Leigh-on-Sea Town Council will take place on **Tuesday 4th September 2012 at 7.15 pm** at Room 6, Leigh Community Centre, 71 -73 Elm Road, Leigh-on-Sea, when it is hoped to transact the following business.

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF MEMBERS' INTERESTS
3. TO APPROVE MINUTES OF THE 6th JUNE 2012
4. TO CONSIDER RECOMMENDATIONS AND RESOLUTIONS FROM THE FOLLOWING MEETINGS & REPORT TO Finance and General Purposes Committee
5. COMMUNITY CENTRE WORKING PARTY MINUTES – 5th July 2012 Report 2077/LCCWP (Appendix 1)
6. COMMUNITY CENTRE WORKING PARTY MINUTES – 25th July 2012 Report 2084/LCCWP (Appendix 2)
7. COMMUNITY CENTRE WORKING PARTY MINUTES – 23rd August 2012 Report 2090/LCCWP (Appendix 3)

Town Clerk
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Any member who is unable to attend the meeting should give their apologies in advance of the meeting.



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Report 2077/LCCWP

COMMUNITY CENTRE WORKING PARTY 5th JULY 2012

Present: Cllrs Richard Herbert (Convenor), Syrie Cox, Jerry Holden, Pat Holden, Paul Lawrence, Carole Mulroney, Caroline Parker and Mr John Gayner

In Attendance: Cllr Donald Fraser, Paul Beckerson (Town Clerk)

The meeting opened at 6.35pm

17 APOLOGIES

None

18 DECLARATIONS OF MEMBERS' INTERESTS

None

19 CONVENOR'S REPORT

Lease – The Draft Lease was now with the solicitor and should be signed next week. A photo shoot has been arranged for Wednesday 11th July with SBC and SACC attending.

20 IMPLEMENTATION PLAN

Insurance - A quote for the insurance premium had not been obtained as the final contents were not known. SACC would be going round the building to agree these just prior to the 18th July when they would be vacating the building. The Town Council should have access by the 19th July.

Building Works – It was **agreed** to approach George Chambers Structural Engineer re the removal of the chimney breast in Room 2 to be able to progress Building Regulations Permission.

Services – It was **agreed** to approach SBC for quotations for services such as Health and Safety, as well as possible building service contracts. Cllr Syrie Cox suggested that it may be an idea to get a quote from the NFU who provide this service to the YMCA.

Furniture Needs – These will be determined after the 18th July when it will be known what will be left behind.

Hire Charges – It was **agreed** to review these as anticipated by the Business Plan, but to keep the existing charges in the initial period and honour existing bookings.

Inventory – To undertake an inventory of fixtures and fittings as part of the lease process

Domain Names – The following Domain names have been purchased:

Leighcommunitycentre.com
Leighcommunitycentre.eu
Leighcommunitycentre.org
Leighcommunitycentre.co.uk

Leighonseacommunitycentre.com
Leighonseacommunitycentre.eu
Leighonseacommunitycentre.org
Leighonseacommunitycentre.co.uk

At a cost of £284.60 for a term of 5 years

- 21 MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960 RESOLVED:

That in view of the confidential nature of the business to be transacted the public and press be excluded and they were instructed to withdraw (SO.1(c)) - (contractual and staffing)

Start of Confidential Business

- 22 STAFFING

It was **RECOMMENDED** to Personnel Sub-Committee to set objectives for the Community Centre Manager and not targets and to refer the second consultation response from a member of staff to the Sub-Committee.

The Working Party noted that adverts for the additional members of staff had been placed in the Leigh Times.

- 23 ADVISORY BOARD

Members noted that F&GPC had recommended Cllrs Syrie Cox and Carole Mulroney as the Council's nominees on the Board.

A discussion took place on how best to recruit the other members of the Board. It was **agreed** to advertise for interested people in line with the skills set out in the Terms of Reference. John Gayner would prepare a draft advert.

- 24 FRIENDS' GROUP

A newsletter was being prepared for circulation to all those who had forwarded their personal details during the consultation. This would be an update on the current position and inviting them to respond as to how they can assist at the Centre.

- 25 EXTERNAL FUNDING

It was **agreed** to prepare a presentation for the next committee meeting of the funding body.

End of Confidential Business

The meeting closed at 9.02pm



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Report 2084/LCCWP

COMMUNITY CENTRE WORKING PARTY 25th JULY 2012

Present: Cllrs Richard Herbert (Convenor), Syrie Cox, Donald Fraser, Jerry Holden, Pat Holden, Paul Lawrence, Carole Mulroney and Caroline Parker (until Min 39)

In Attendance: Paul Beckerson (Town Clerk), Vanda Moyses (Community Centre Manager)

The meeting opened at 6.37pm

26 APOLOGIES

Cllr David Stanley and Mr John Gayner

27 DECLARATIONS OF MEMBERS' INTERESTS

None

28 CONVENOR'S REPORT

Lease – The Draft Lease was now with the solicitor, Alan Richards has agreed the amendments.

SACC – Were undertaking a deep clean of the building and the making good identified in the condition survey walkabout.

The building works were on target and had been arranged.

Rear Attic – The SBC Officer had stated that the use proposed was suitable but it was a matter for LTC and that they had no view on it subject to it not being a tenancy.

Bookings – The first booking was on the 23rd August with an official start date on the 3rd September.

Lower Hall – Council had reversed the decision of F&GPC re the decoration of the Hall and this was to take place concurrently with the conversion works to the office.

Cllr Jerry Holden wished his disagreement with that decision noted.

Friends of the LCC – an advert was going in the Leigh Times inviting people to become Friends and a stall would be set up at all Town Council events to promote the Friends.

Advisory Board – An advert to recruit members for the Board would be placed in the Leigh Times in mid August. A newsletter had been circulated to all known contacts on the database.

Bookings – These were coming in all the time.

29 TERMS & CONDITIONS OF HIRE

Cllr Jerry Holden had suggested several amendments including equipment hire, these would be incorporated and the revised draft circulated.

30 IMPLEMENTATION PLAN UPDATE

a. RISK ASSESSMENT

It was **agreed** to approach the NFU to obtain a costing for producing a risk assessment.

b. BRANDING & SIGNAGE

The designs were due to be submitted to the Council the following day. Member discussed what could be done by way of temporary signage. It was suggested that two temporary feather banners be used to draw attention to the Town Council's presence in the Community Centre. When they were no longer needed for this purpose they would be used at all the Town Council Events.

The Working Party **agreed** to procure two feather banners for this purpose.

c. WEBSITE

A website was currently being produced, with the intention of going live at the end of August.

d. OPEN DAY

It was felt an Open Day should be organised when the Centre was up and running and this should be promoted in the Leigh Times.

31 IMPLEMENTATION PLAN BUDGET

The budget had previously been circulated to members and is attached as Appendix 1.

32 FUTURE OF THE COMMUNITY CENTRE WORKING PARTY

It was **agreed** to keep this in place until the Advisory Board had been formed.

33 PRACTICAL HELP

Members were requested to offer assistance if they could and to keep additional demands on staff time to a minimum.

34 MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

That in view of the confidential nature of the business to be transacted the public and press be excluded and they are instructed to withdraw (SO.1(c)) - (staffing)

35 STAFFING

Interviews were to take place on the 1st August for the Receptionist / Administrator, with interviews for the Janitors the week after. The number employed would depend on bookings and the workload.

The meeting closed at 9.05pm

SET-UP Budget (Implementation Plan)

	Budget 2012/13	Committed	Spend	Sub-Total	Balance	% Used
Relocation of LTC Office	£2,000.00	£1,485.00	£0.00	£1,485.00	£515.00	74.25
Office Conversion	£5,000.00	£5,300.00	£0.00	£5,300.00	-£300.00	106.00
Hall Refurbishment	£0.00	£3,599.00	£0.00	£3,599.00	-£3,599.00	
Professional Services	£8,000.00	£500.00		£500.00	£7,500.00	6.25
Licences	£0.00	£190.00	£192.00	£382.00	-£382.00	
Staff Recruitment	£1,000.00		£50.00	£50.00	£950.00	5.00
Computer Hardware	£1,000.00			£0.00	£1,000.00	0.00
Computer Software	£1,500.00	£315.00		£315.00	£1,185.00	21.00
Internet Websites	£0.00		£536.97	£536.97	-£536.97	
Sub-Total	£18,500.00	£11,389.00	£778.97	£12,167.97	£6,332.03	65.77
Furniture, Fixtures & Fittings	£5,070.00			£0.00	£5,070.00	0.00
Miscellaneous Equipment	£4,555.00	£220.00		£220.00	£4,335.00	4.83
Total	£28,125.00	£11,609.00	£778.97	£12,387.97	£15,737.03	44.05

Telephone System	£1,185.00
Structural Engineer L/S	£200.00
Premises Licence	£190.00
PL Advert (Yellow Advertiser)	£192.00
Internet Web Hosting (Up-Grade)	£142.47
Internet Software (On-Line)	£109.90
Domain Names	£284.60

Booking Software	£315.00
Temporary Signage (LTC) L/S	£300.00
Lease Solicitors Fees	£300.00
Projector SACC	£220.00

Not Part of the Implementation Budget

Leigh Times Adverts	£250.00
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Report 2090/LCCWP

COMMUNITY CENTRE WORKING PARTY 23rd AUGUST 2012

Present: Cllrs Richard Herbert (Convenor), Syrie Cox, Donald Fraser, Jerry Holden (until Min 39), Pat Holden, Paul Lawrence and Carole Mulroney

In Attendance: Paul Beckerson (Town Clerk), Vanda Moyse (Community Centre Manager)

The meeting opened at 6.52pm

36 APOLOGIES

Cllr Caroline Parker, David Stanley and Mr John Gayner

37 DECLARATIONS OF MEMBERS' INTERESTS

None

38 MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA

There were none

39 CONVENOR'S REPORT

The lack of manpower over the last month had presented problems with complying with specified deadlines.

The building work had been completed on time on the 17th August.

There had been twenty four responses to the call for Friends of the Community Centre, mostly from elder residents.

There had been five replies from the advertisement for Advisory Board Members, one being from a serving Southend Borough Councillor.

Bookings were exceeding expectations at this stage.

In response to a question the Convenor explained the reason for modifying the agreed Office Plan layout and that as many members as possible were consulted by phone and email. The change in plan was necessitated because of the difficulty of furniture placement and the efficient use of the available space. Those members who were consulted agreed to the change.

Cllr Jerry Holden was not in agreement with the process and left the meeting.

The Working Party **noted** the change in layout.

40 BUDGET

The Working Party went through the budgets contained in Appendix 2 & 3 and **noted** the expenditure. There would be a report going to F&GPC in regard to schemes of delegation and financial procedures.

41 CAFETERIA

Members discussed the proposals and options outlined in the report. The Working Party **RECOMMEND** to F&GPC through the S&TPSC that Metal Culture are offered a trial period of six months and to review the position at the end of this period. This should be in conjunction with the Youth Area Project.

42 BRANDING AND MARKETING

Members **agreed** the design for the A4 folder that incorporated the logo with the line drawing of the building at the centre. This is **RECOMMENDED** to F&GPC through the S&TPSC for adoption.

43 STAFFING

The Working Party **noted** that two Janitors had been appointed to two of the advertised posts and that one had been put in reserve.

44 SBC PROPERTY SERVICE AGREEMENT

This was **RECOMMENDED** to F&GPC through the S&TPSC that the service contract be agreed.

45 EXTERNAL FUNDING

Members were updated on the current situation and the attendance at the meeting on the 28th August.

The meeting closed at 7.45pm