



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
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Chairman: Cllr Carole Mulrone
Vice Chairman: Cllr Caroline Parker
Town Clerk: Paul Beckerson



1st November 2012

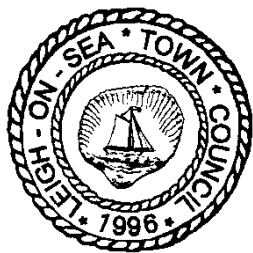
Notice is hereby given that the next meeting of the **Strategy and Town Plan Sub-Committee** of the Leigh-on-Sea Town Council will take place on **Tuesday 6th November 2012 at 7.15 pm** at the Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea, when it is hoped to transact the following business.

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF MEMBERS' INTERESTS
3. TO APPROVE MINUTES OF THE 4th September 2012
4. TO CONSIDER RECOMMENDATIONS AND RESOLUTIONS FROM THE FOLLOWING MEETING & REPORT TO Finance and General Purposes Committee
5. COMMUNITY CENTRE WORKING PARTY MINUTES – 9th October 2012 Report 2114/LCCWP (Appendix 1)

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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 2114/LCCWP

COMMUNITY CENTRE WORKING PARTY MEETING HELD AT 8.15pm ON TUESDAY 9th OCTOBER 2012 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Richard Herbert (Convenor), Syrie Cox, Pat Holden, Paul Lawrence, Carole Mulroney, Caroline Parker and Patsy Ryan

In Attendance: Cllrs Geoff Crawford (until Min 50), Donald Fraser, Vanda Moyse (Community Centre Manager), Collette Bailey (Metal Culture - until Min 50)

The meeting opened at 8.15pm

46. APOLOGIES FOR ABSENCE

Cllr Jerry Holden, Paul Beckerson (Town Clerk)

(Cllr Jerry Holden had provided a comprehensive statement of his view regarding all items on the agenda, which was fully considered during the discussion).

47. DECLARATION OF MEMBER'S INTERESTS

None

48. MATTERS ARISING FROM MINUTES NOT ON THE AGENDA

A discussion took place on the use of the caretakers' time. The Community Centre Manager confirmed that the caretakers were fully occupied and deployed as planned and agreed. This was under regular review by the Community Centre Manager to ensure the most effective use of staff time.

49. CAFETERIA

The Convenor introduced Collette Bailey of Metal Culture who explained Metal Culture's aims, objectives, the background to their cafeteria proposal and answered detailed questions from Members from members of the Working Party.

The following points were discussed and **agreed**:

- That after Metal Culture has recovered their initial outlay of £5,500, all profit from both the cafeteria and bar shall be shared 50/50 with the Community Centre.
- Bar services and stock will be provided by Metal Culture.
- That the cafeteria area shall be available for use by other community groups.
- That LTC will be able to use the servery and cafeteria area when Metal Culture are not present (this includes the use of Metal Culture's tables and chairs but not their catering equipment or stock).
- That the floor should have a painted finish, with as proposed.
- That the areas for children's play and LTC should be delineated, by 'astroturf' if appropriate.
- That the festoon lighting and chandeliers should be adopted as proposed if practical and the brightness be adjustable for different times/events.
- The existing servery and bar would be left intact.
- The opening hours would be flexible in response to demand.

Collette Bailey agreed that any further suggestions from Members be brought to her attention via the Community Centre Manager.

Collette Bailey left the meeting

The working party in conjunction with the Community Centre Manager **RESOLVED** that Metal Culture be offered a licence to provide cafeteria and bar services at the community centre for a trial period of six months on the terms of their proposal, as modified by the points agreed above. The details of the licence to be delegated to the Town Clerk, taking legal advice as required.

Cllr Geoff Crawford left the meeting

50. BUDGET REPORTS

The Working Party considered that the draft Minute 79 of F&GPC meeting of the 4th October 2012 presented to Council to be inaccurate and that powers in respect of agreeing virements to the Community Centre Set Up budget had been delegated to the Working Party.

The working party **RESOLVED** that The Community Centre Set Up budget will be presented with under and overspends shown and that the proposed virements set out in the report would not be made.

The working party further **RESOLVED** that:

- The cost of the telephone system to be included in the LCC Set Up budget - Relocation of LTC Office heading.
- The annual licence fees and internet charges, and the room booking software licences to be moved to the LCC Revenue budget - Licences heading.
- £343 expenditure on the radiator grills in the lower hall to meet health and safety requirements to be added to LCC Set Up budget - Hall Re-decoration heading.
- Computer Hardware and Computer Software to be shown as separate headings in the LCC Set Up budget.
- The building regulations spend of £180, £220 spend on the projector, the Leigh Times job advert expenditure of £100 to be added to the relevant budget headings in the LCC Set Up budget.

The LCC Revenue budget was noted. The working party **RECOMMENDED** that:

- LCC's expenditure commitment to SACC (£3,000 over three years) be shown as £1000 per year accruals in the LCC Revenue budgets for 2012/13, 2013/14 and 2014/15.
- 50% of the cost of the telephone system (£592.50) be met from the F&GPC budget - Renewals Fund heading, as it is a joint LTC/ LCC system.

51. FURTHER CAPITAL EXPENDITURE

The statutory requirements of the premises licence from Southend Borough Council with regard to the provision of CCTV and sound limiting equipment were noted.

The working party **RESOLVED** that the statutory CCTV and sound limiting equipment be procured at a best value price by the Town Clerk. The expenditure be met from the Community Centre Fund Balance (£2,857), with the balance required taken from the Community Centre Set Up budget - Miscellaneous Equipment and Fixtures and Fittings headings.

52. INSTALLATION OF THREE PANE SLIDING WINDOW TO RECEPTION

The working party **RESOLVED** that the lower quote of £439.04 be accepted and the Town Clerk be requested to ensure the work is carried out as a matter of urgency. To be funded from Community Centre Revenue budget - Fixtures and Fittings heading.

The meeting closed at 10.15pm