



# 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 Caroline Parker  
Vice Chairman: Cllr Paul Lawrence  
Town Clerk: Paul Beckerson



30<sup>th</sup> May 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 **Wednesday 5<sup>th</sup> June 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. ELECTION OF VICE CHAIRMAN
3. APOLOGIES FOR ABSENCE
4. TO APPROVE THE MINUTES OF THE MEETINGS OF 16<sup>th</sup> April and 8<sup>th</sup> May 2013
5. DECLARATION OF MEMBERS' INTERESTS
6. COMMUNITY CENTRE MANAGER'S REPORT – This report will be on those items, where relevant, as previously identified by the Committee. (Report 2222 - Appendix 1)
7. DEBRIEF OF WEDDING 25<sup>th</sup> May 2013 - Report 2219 and 2218 (Appendix 2)
8. REPORT ON INCIDENT AT WEDDING - Report 2220 (Appendix 3)
9. DISCUSSION PAPER REGARDING A DEDICATED COUNCIL CHAMBER IN THE LCC – Cllr David Stanley. (Appendix 4)
10. BUDGET REPORT – (Final Outturn) – Report 2217/LCC – (Appendix 5)
11. 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. (Staffing)
12. STAFFING REVISIONS – Report 2183A and 2221 - (Confidential Appendix 6)

Paul Beckerson  
Town Clerk  
30<sup>th</sup> May 2013

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



# 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 Caroline Parker  
Vice Chairman: Cllr Paul Lawrence  
Town Clerk: Paul Beckerson

## COMMUNITY CENTRE MANAGER'S REPORT Report 2222/CC V Moyse

May 2013

### 1. Marketing and Promotion

a) Work has started on the website and initial pages should be ready for review at next month's LCC meeting. Initial pages to be:

- Home
- About LCC
- Rooms for hire
- News
- Who's at (ie groups)
- What's on (ie events)
- Contact

Madelaine Murphy has been assisting with the website and Leigh Camera Club has agreed to photograph the rooms and buildings free of charge. Room layouts and maximum occupancies for different layouts are being prepared by Tara from Café Valise, a qualified Interior Designer.

b) Advertising has been taken out in the Ceremonies Guide and the New Parents Guide issued by SBC to all couples looking to wed within the borough and all new parents. This will not only promote the Centre for wedding ceremonies but also for receptions, christenings and parties. The package is a full colour entry in each guide with a 20 second page on the PowerPoint presentation within the registry office at Southend for a minimum period of two years. Negotiated the package down from £1675 to £1200 (£600 this year and £600 next year) and got the artwork free.

Note – The PowerPoint presentation method of income could also be applied to the Centre in the future by selling a page's advertising space to groups and events taking place in the Centre for a small fee.

c) Further work on the Marketing Plan will commence once the website is under way.

### 2. Staffing

a) Over the past month staffing has been stretched due to vacation and sick leave. This has meant that remaining staff have had to fill in on caretaker time – opening up, closing and setting rooms up and opening and covering at weekends. With the increased number of bookings and the spread of the bookings ie from early mornings to late evenings and more weekend bookings it means that caretaker time particularly is inadequate.

To counteract this, a 'zero hours contractor' has now been taken on to fill in on caretaker time when busy, during sickness and vacation. The new recruit is skilled in landscaping, building and decorating so will be a useful asset.

With admin staff out workload in the office has also increased. This has meant that extra hours have had to be worked in order to keep up with regular tasks such as bookings and invoicing and work on the marketing plan, business development and in house procedures has had to take a back seat in order to keep extra hours to a minimum. See separate Report 2221.

### 3. Volunteers

There were seven volunteers that helped with the redecorating of Rooms 4 and 5 and although the numbers could have been better it helped enormously as caretaker time was not needed.

#### **4. Advisory Board**

All Advisory Board applicants have now been informed that the Advisory Board will not be held in the format originally planned. All applicants have now been put on an 'on call' list where we can approach for advice as and when it is needed.

#### **5. Liaison with other Organisations and Partners**

- a) Café Valise The café agreement has now been extended for a further six months when it will once again be reviewed. The licence to run the Café has now been signed and returned. Café Valise will not be running the bar for any events other than their own, when again they will share the income with LCC. LCC and Café Valise are now working together on ways of generating new income for the café without expenditure ie 'Sewing Circles and craft sessions. We are also promoting pre-orders on refreshments for meetings and catering for parties and meetings.
- b) White Bus This relationship is working well. Films are now booked once a month on a Tuesday and attendance is regular. Minimum bookings have been about 40 and maximum has been about 120. Attendance depends very much on weather and the film type. Some of the elderly are also reluctant to attend as they are uncomfortable walking home in the dark.
- c) GNB GNB run the antiques fair in the Centre and have paid for new tables for the lower hall which we are able to use. This now gives us lighter, newer tables which are all the same size and height. GNB are also planning to hold regular events each month.

#### **6. Building Maintenance**

Minor maintenance on-going.

- a) Lifts An independent inspection of the lifts has taken place to work a way forward to reducing the on-going maintenance costs. Awaiting a report from the company. Other lift maintenance companies have been researched but we are under contract to Express Lifts at the moment. Working on revising the contract.
- b) Redecoration of rooms has commenced brought forward to accommodate the wedding. Rooms 4 and 5 and downstairs ladies toilets have all been painted. Redecoration will be ongoing and the next room to be repainted will be Room 6 followed by Rooms 1 and 3. Enough supplies still in hand to paint Room 6 and possibly Room 1 as well.
- c) Awaiting quotes from Southend for knocking a door between Rooms 4 and 5 to accommodate the Thursday Club. This would also give the added benefit of an additional large hall upstairs that could be used for cinema etc. This will be paid for by SBC.

#### **7. Health & Safety**

Emergency lighting has now been repaired and only remaining work to comply fully with H&S regulations are the reversal of the doors in Room 4 and Room 5 and replacement of safety glass in the doors to the café.

#### **8. Business Development**

This to be progressed in conjunction with the Marketing Plan

#### **9. Matters Arising**

See separate reports for:

- Debrief of Wedding on 25 May
- Report on Incident at Wedding on 25 May

#### **Feedback and Impact on the Community**

Still good feedback from Press and Users. Feedback from Wedding guests was exceptional. All felt the Centre was a good venue for occasions.

#### **10. Bookings and Budget**

The level of new bookings is still increasing and more diverse activities and groups are showing interest. The Lower Hall is getting booked on a more regular basis and Rooms 4 and 7 are full most

days. Weekend business is picking up as well although this is one off events rather than regular bookings.

Booking enquiries:                   3 weddings – ceremony and reception  
   Muslim wedding reception  
   Sundown Art Birthday Bash  
   Budhist Meetings  
   40s Dance Night

Bookings confirmed:                 Adult and children’s parties  
   Small Wedding reception  
   LEC Summer School for Foreign Students  
   Therapy for You  
   Shoreline Literature Festival

We have now reached a situation where we have had to turn business away on occasion due to lack of space. Mencap also decided not to take space as the only room we could offer on a regular basis was the Lower Hall and the cost of this was too much.

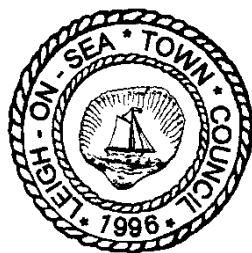
For the period from 1 November to 10 April the percentage received income calculated against potential income is now 24%. Figures and percentages of income for May cannot be given at the moment as the finance system has not been started yet for the current year. Invoicing is still taking place and income is being banked and will be recorded in the system once the new financial year is started in the systems.

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

<b>CC</b>	<b>Events</b>
Website initial design	Coronation Event
Prioritisation of all remedial works and costings	Good for Leigh/Leigh in Front
Caretaker training	Leigh Lights
Set up of in house procedures for Centre	

**Priorities for period 18 June to 3 July**

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



# 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 Caroline Parker  
 Vice Chairman: Cllr Paul Lawrence  
 Town Clerk: Paul Beckerson

## DEBRIEF OF WEDDING 25 MAY 2013 Report 2219/CC V Moyse

May 2013

### Preparation for the Wedding

In order to be ready for the Wedding redecoration of Rooms 4 and 5 was brought forward. This was completed by volunteers and the only cost was the materials as per previous report submitted to LCCC – estimate £1220 actual cost £580 and there is still enough paint to decorate Room 6 and possibly Room 3 or 1. A quote from SBC for this work came to **£ 4,860.00**. Although the works were not quite to the same standard as the SBC quote it is still a considerable saving and a perfectly adequate job.

All decoration that took place were planned to benefit not just the wedding but to give added benefits to the rooms to allow promotion of the rooms for use as a conference venue, seminars and even White Bus if the suspended lighting is raised. This gives added flexibility and the scope for more income.

All wedding decoration in both rooms 4 and the lower hall was undertaken by friends of the bride and groom.

Thorough cleaning, over and above the caretakers normal clean of the Centre was carried out by volunteers and Café staff.

The frosting on the corridor windows in Room 4 was fitted free of charge by Madelaine Murphy.

### On the Wedding Day

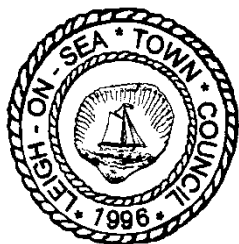
To comply with the premises licence LCC is required to have two members of staff for every 100 people in the building. The wedding comprised 173 therefore 4 members of staff were required. Their time was costed into the wedding price. The staff on duty all had experience of managing events and crowds although not for weddings for which a greater degree of accuracy and attention to detail is required. See separate report on staffing 2218.

As this was our first wedding, as Centre Manager I was present from early in the morning till the end of the wedding to assess how the event ran, the accuracy of timings and where procedures could be improved and where procedures worked well.

What went well	Room for Improvement
Rooms were all ready and building prepared on time	Chairs in Room 4 had to be a mixture of blue chairs and grey and the grey are bigger so don't fit together with the blue
Seeing in of caterers and setting up	Music – worked well but a smaller sound system would have been useful and taken up less room
Liaison with registrars	Guests were slow to leave Room 4 and move into the Café – this could have been alleviated by an extra member of staff. As Manager I was drawn into the operational activities rather than being in a position to oversee the whole event.
Moving of guests from foyer to Lower Hall	Removal of tables to accommodate a dance floor

	after the main reception. This was hampered due to the evacuation for the fire. This meant that clearing of crockery needed to be done by caterers before tables could be removed.
End of the event went smoothly. Guests left promptly and quietly.	The amount of decorations on the tables also slowed down table removal. More time required if a lot of decoration and more assistance from guests or caterers.
Break down went quickly and smoothly and clearing up by suppliers was good.	Large events mean that the toilets are inadequate for the numbers and so upstairs toilets need to be used.
Collection of items the following day left overnight was timely and efficient.	No shelving in ladies toilets or hooks on the outside for handbags – important for events where guests are dressed up
	No means of keeping children out of the back corridor and Room 4 upstairs as the back corridor doors are fire doors. Reviewing possibility of putting a maglock on the rear corridor door.
	Difficult to keep children from playing on stairwells. A means of closing off the stairwells is required.
	Sound limiter and some sort of acoustic barrier required on windows to lower hall. Noise does carry and we did have one complaint about noise.

In general the ceremony and the reception went extremely well and all guests were happy and well behaved.



# 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 Caroline Parker  
 Vice Chairman: Cllr Paul Lawrence  
 Town Clerk: Paul Beckerson



Report 2218/LCC

## STAFFING HOURS USED AT WEDDING

The rooms hired for the wedding were:

Room 1 – Cloakroom	Saturday	14.00 – 24.00	@ £11.44	=	£114.40
Room 4 – Wedding Ceremony	Friday	12.00 – 17.00	@ £10.00	=	£ 50.00
	Saturday	14.00 – 16.00	@ £17.05	=	£ 34.10
Lower Hall – Reception	Friday	12.00 – 17.00	@ £16.00	=	£ 80.00
	Saturday	16.00 – 24.00	@ £25.60	=	£204.80

£483.30

Wedding Package Charge £970.00

Non Hire Income Surplus £486.70

### Staffing Costs:

Paul Beckerson – Licensee	11.00 – 01.30	12.5 hours	£NIL
Vanda Moyse – LCC Manager	08.00 – 01.30	17.5 hours	£222.07
Vivien Choppen – Senior Administrator	13.30 – 01.30	10.0 hours	£126.90

Additional Cost £348.97

Event Surplus £137.73

Rob Ambridge – Caretaker	08.00 – 13.30	5.5 hours	£ 53.84
Paul Bond – Caretaker	13.30 – 17.30	4.0 hours	£ 39.16
Dave Bundock – Caretaker (Personal Licence Holder)	17.30 – 01.30	8.0 hours	£ 78.32

Caretaker Cost all within normal contracted hours £171.32



# 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 Caroline Parker  
Vice Chairman: Cllr Paul Lawrence  
Town Clerk: Paul Beckerson



## REPORT ON INCIDENT AT WEDDING 25 MAY 2013 Report 2220/CC V Moyse

May 2013

A risk assessment for the Wedding was completed by myself and PLI and Food Hygiene ratings were received from the caterers. Attached. Internal test certificates from KH Catering (the company that Essex Hog Roast hired the BBQ from) have been requested. To be forwarded upon receipt.

Set up for the wedding catering started at around 3.30pm and the BBQ and Hog Roast were sited on level concrete away from combustible materials. The BBQ was sited on one parking space outside of the LCC boundary to give the added protection of the wall and ceiling of the Connexions building and complied with legislation that requires 1.8m headroom. All gas bottles were kept 6' away from the BBQ and Hog Roast. No fire exit routes were blocked. The remaining set up was within the boundaries of the LCC so no permissions were sought. We have been advised that PHAB regularly have regularly held BBQs in the car park.

Cooking was completed about 7.00pm.

At approximately 7.50pm in the evening we were alerted to the fact that a fire had broken out in the car park in a gas cylinder attached to the BBQ that had been used to prepare food for the wedding.

The building was immediately evacuated and all guests left the building safely and calmly through the front entrance and without incident.

There was a group in the Connexions building who evacuated their building through our top floor and out through the front of the building. We had previously been unaware that they were in residence in the Connexions building as we had been informed on moving into the Centre that the only times the Connexions building was used was term time during the day by Renown, Wednesday evenings by PHAB and Thursday evening by Thursday Club.

The fire brigade arrived and put out the fire and asked us to avoid letting guests into the car park area. We complied with this request.

Once back in the building the reception carried on without further event.

A report has been requested from Essex Hog Roast about how the incident occurred. To be forwarded on upon receipt.

### Monday 28 May

Spoke to Carol Parker at SBC to sort out liaison when events are being held in the Connexions building outside of their normal hours. She advised that she was not responsible for PHAB. She assured me that The Thursday Club would inform us if the building was to be used outside of normal Thursday Club hours.

Spoke to Jane Allen of SBC, responsible for PHAB to arrange a meeting at 2pm on Monday 28 May 13.

At the meeting the situation was discussed. Several points arose.

- The fire alarm from Connexions cannot be heard from the Centre
- The escape route from Connexions that the carers chose led into the Centre through a door that is normally locked.



- LCC does not have a key to the back gate which is an alternative fire escape route for the Connexions building. Connexions have a key to this and are responsible for opening the gate when they are in residence. A key will be cut for the Centre.

A further meeting is to be held with PHAB to discuss measures to ensure a repeat occurrence although PHAB are due to leave the building in the next two to three weeks. Renown has finished in the building and only Thursday Club will be using the building until they can be moved into the Community Centre.

Risk	Nature of risk	Likelihood L/M/H	Risk L/M/H	Controls	Residual Risk
Crowd pressure	Excessive crowds. Problems of space	M	H	Vigilant stewarding by janitors and staff pre-briefed on risks.	Minimal risk of crushing. Emergency services to be called if incident occurs.
Illness to visitors	With large crowds and jostling, people who have pre-existing conditions may have a problem	M	H	Vigilant stewarding by janitors and staff, provision of first aid by members of staff.	Minimal risk of illness. Emergency services to be called if incident occurs.
Injury to visitors	With large crowds and jostling, people may fall or be pushed and injure themselves.	M	H	Vigilant stewarding by janitors and staff, provision of first aid by members of staff.	Minimal risk of injury. Emergency services to be called if incident occurs.
Effects of alcohol or drugs on participants or visitors	People involved in event affected by alcohol or drugs may cause a nuisance, disrupt activities or be a danger to themselves & others	M	M	Vigilant stewarding and policing. If anyone finds anyone thought to be under the influence or being disruptive then two members of staff should approach and politely ask the person to leave. If they refuse or violence is threatened the Police are to be summoned.	Minimal risk. Emergency services to be called if incident occurs.
Crowds round bar and food	Possible pinch points and jostling around the bar and food areas and on steps into lower hall.	L	M	Vigilant stewarding by janitors and staff pre-briefed on risks.	Minimal risk. Emergency services to be called if incident occurs.
Electrical hazards	Hazards from: Cabling Power supply and prevention of overload Equipment brought on site	L	M	All cabling to be secured and covered. Power sources to be isolated from public area and to have RCCB trips. All equipment brought on to site to have current PAT test and experienced user.	Minimal risk. Emergency services to be called if incident occurs.
Failure of equipment	Electricity cables may cause trips	L	M	All electricity cables to be covered.	Minimal risk. Emergency services to be called if incident occurs.
Refreshments	Food poisoning or similar food and drink problems	L	M	Use of experienced operators with full insurance and certification.	Minimal risk of incident. Emergency services to be called if incident occurs.

Hog Roast and Donuts	Fire from BBQ or donut fryer	M	H	All equipment to be sited away from public and combustible materials.	Minimal risk. Emergency services to be called if incident occurs.
	Burning from BBQ or donut fryer			Experienced staff using equipment and first aid to be supplied by members of staff.	Minimal risk. Emergency services to be called if incident occurs.
Bombs and terrorism	Possibility of bomb or other device in the area	L	H	Any suspect packages reported to Police. Standard Police procedures.	Minimal risk. Emergency services to be called if incident occurs.

## Leigh-on-Sea Town Council

## Wedding Hog Roast &amp; BBQ - Risk Assessment

20-May-13

Risk	Nature of risk	Likelihood L/M/H	Risk L/M/H	Controls	Residual Risk
Fire	Risk of fire spreading from the appliance.	M	L	There is no combustible material on the surface. Appliance sited away from any combustible material.  Personnel to supervise equipment at all times it is in use. Fire extinguisher to be on hand.	Minimal risk of fire getting out of control. Emergency services to be called should incident occur.
Appliance falling over	Risk of the appliance being knocked over by personnel.	M	L	Ensure the appliance is situated on a level surface away from any pedestrian traffic.	Minimal risk of fire occurring. Emergency services to be called should incident occur.
Leakage of gas from gas cylinders	Gas leaking from the cylinder and causing fire or hazard to personnel manning appliance.	M	L	The gas is LPG with high density and would sink to the ground and disperse.	No residual risk.
Storage of LPG cylinders	Fire risk from LPG cylinders	L	L	Cylinders will be only in place for the duration of the event. Once the appliance is finished with the cylinders will be removed.	Minimal risk of fire occurring. Emergency services to be called should incident occur.
Installation of Equipment	Incorrect or faulty connection of equipment	M	M	Installation carried out by a competent person in accordance with Calor Technical Guidance publication 104852 v1 (6/12)	Minimal risk of fire occurring. Emergency services to be called should incident occur.

<p>Injury to personnel lighting appliance</p>	<p>a Burns from the BBQ flame</p>	<p>M</p>	<p>M</p>	<p>Proper instruction on lighting and managing the appliance.</p> <p>Provide all personnel with heat resistant gloves. Appliance will be left in place with the gas supply isolated after the flame is extinguished and removed when cool.</p>	<p>Minimal risk of injury occurring. Emergency services to be called should incident occur.</p> <p>Minimal risk of injury occurring. Emergency services to be called should incident occur.</p>
---	-----------------------------------	----------	----------	--	---



## Technical Publication

Guidelines for the safe use of BBQs  
(including outdoor hotplates & grills)

### General Advice

- LPG barbecues (BBQs) should comply with the European Standard EN:498 and LPG independent hotplates incorporating a grill should comply with the European Standard EN:484. **They are for outdoor use only.**
- **The combustion products leaving the BBQ, hotplate or outdoor grill are very hot. On no account should they be used in an enclosed space or inside a tent or marquee or close to umbrellas or other combustible materials due to the possibility of fire or highly poisonous carbon monoxide being produced.**
- **Even if you have finished cooking the BBQ should remain outside to cool down for several hours after use as it can still give off fumes of highly poisonous carbon monoxide.**
- Assembly of BBQs should be carried out by a competent person in accordance with the manufacturer's instructions and the assembly should then be tested before use to ensure it is gas-tight and operates correctly. Don't over-tighten joints.
- A regulator must be fitted between the cylinder and the BBQ. The BBQ should have been supplied with a clip on regulator with suitable clips to a hose complying with BS3212 type 2 or BS EN 1763 Class B. If a standard propane 37 (mbar) screw-on regulator is fitted your local Calor Gas Retailer will be able to give advice on a suitable replacement.
- Check the data plate on the BBQ to find out what type of gas it uses. Never use a BBQ on the wrong gas and don't use Autogas. It is not safe (or legal) to fill a LPG cylinder at an Autogas dispenser.
- BBQs and other gas outdoor appliances should be regularly serviced by a competent person in accordance with the manufacturer's instructions, particularly prior to the start of a new season.

**Important** Please read and follow these few simple guidelines in conjunction with the manufacturer's instructions for the safe use of your LPG BBQ and to ensure the Health and Safety of yourself and others who may be affected.

### Safe Use

- Check the BBQ is in good order, undamaged and that hoses are properly attached and undamaged. The condition of the flexible hose connecting the regulator to the BBQ should be checked monthly and each time the cylinder is replaced. If it shows signs of cracking, splitting or other deterioration, it should be exchanged for new hose of the same length, manufactured to BS 3212 type 2 or BS EN 1763 Class B
- Care is needed when positioning the BBQ to ensure it is on level solid site, well away from shed, wooden fences, trees, hedges and shrubs.
- Position the Calor cylinder and hose away from the BBQ so that fat does not drip on the cylinder on hose. **Do not position the cylinder beneath the BBQ**
- Keep children and pets well away from the cooking area.
- Never leave the BBQ, hotplate or grill unattended.
- BBQs should not be moved when alight. Turn off at the regulator before moving the appliance.

### After Care

- After cooking, turn off the regulator or gas cylinder before turning off the controls on the BBQ to ensure any residual gas in the hose and pipework is used up.
- Ensure the BBQ has cooled down before attempting to move it.
- Clean the appliance and ensure any fat or oil deposits are removed from the hose and cylinder before storing them.
- The regulator should be in the "off" position when not in use and before changing the

104852 v1 (06/12) Page 1 of 2  
Published by the Safety, Health & Environment Department



## Technical Publication

Guidelines for the safe use of BBQs  
(including outdoor hotplates & grills)

- Calor cylinder
- Cylinders and cartridges should be stored outdoors in an upright position. Return cylinder to your Calor Gas retailer when empty or not in use for long periods,
- **Change cylinders and cartridges outdoors away from any source of ignition, never in a tent. Don't smoke or use your mobile phone when exchanging cylinders or cartridges.**
- Please ensure the safe use and storage of cylinders. **Separate information leaflets 'Using Calor Gas Safely' are available for butane, propane & Patio gas from [www.calor.co.uk](http://www.calor.co.uk)**

### Carbon Monoxide

Carbon monoxide (CO) is a highly poisonous gas which can be produced if an appliance is not working correctly. It is difficult to recognise as it has no colour, smell or taste. Symptoms of CO poisoning are similar to that of a viral infection. It affects the mental ability causing a person to become incapable without knowing.

#### Symptoms of exposure to Carbon Monoxide

- Tightness across the forehead
- Headache
- Severe headache, weakness, dizziness, nausea, vomiting.
- Coma, intermittent convulsions
- Depressed heart action, slowed respiration.
- If the exposure has been severe it may cause death.

If you suspect you are suffering from the symptoms below call the Calor Gas Emergency Service number on **0845 7 444 999**

### Emergency Advice

**NEVER USE A NAKED FLAME** to search for a leak. LPG is odourised to enable accidental releases to be detected by smell. If a persistent gas smell is present, the heater should not be used, or if alight, the gas supply should be turned off immediately at the regulator. The cause should be investigated and rectified before the heater is used again. Check connections are tight by spraying with leak detection fluid. Bubbles will form if gas is escaping. If in doubt, turn off the gas and refer to a Gas Safe™ registered engineer.

If the flame does not go out when the regulator is turned off, leave the appliance alight and call your local Calor Gas retailer.

#### In the Event of Fire

- Immediately raise the alarm and call the **Fire Brigade** advising them of the presence of LPG.
- Shut all valves on cylinders.
- Keep cylinders cool by water spray if possible.
- Ring the **Calor Gas Emergency Service** number **08457 444 999**

The information in this document is intended to give guidance and believed to be accurate and represent good practice at the time of publication. It does not replace the need to consult other formal documents where further information may be required.

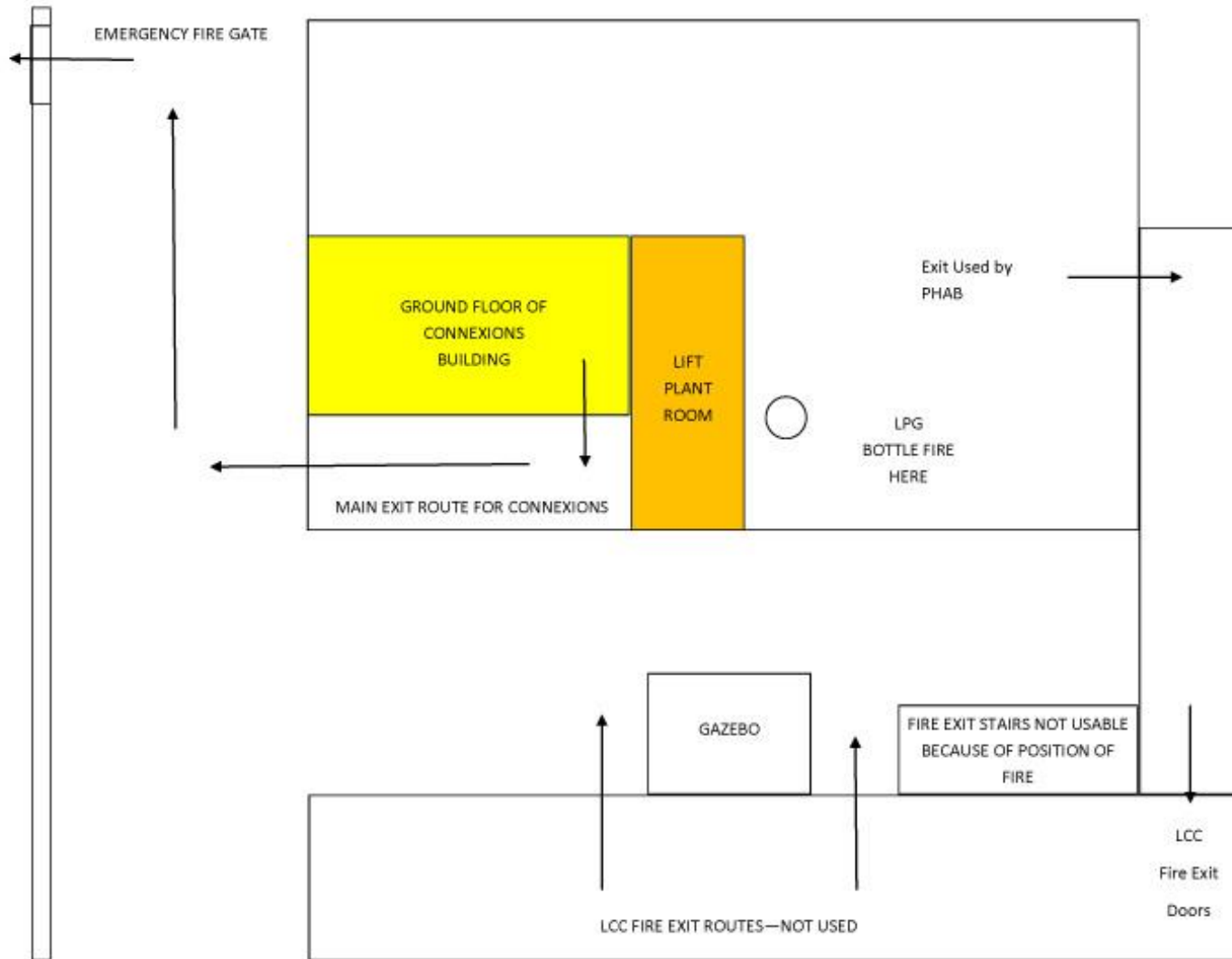
No responsibility or liability is accepted by Calor Gas Limited for any loss or damage arising out of the information given. It is important that users of this publication adhere to all legal requirements, Regulations, CoP's and Standards, particularly, those relating to gas safety.

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form, or by any means, electronic, electrostatic, magnetic tape, mechanical, photocopying, recording, or otherwise, without permission in writing from Calor Gas Ltd.

104852 v1 (06/12)

Page 2 of 2

Published by the Safety, Health & Environment Department





Cllr David Stanley – Discussion Paper

Council Chamber for Leigh Town Council at Leigh Community Centre

I propose that LTC should investigate the practicality and costs of allocating a specific room at Leigh Community Centre to become the official Council Chamber.

The present situation, in which different rooms are used depending on availability, can often lead to the usage of a space which is too small to accommodate members of the public and the press. Although we currently do not see many such visitors at our meetings, I believe a bespoke chamber in more comfortable surroundings will make us look more professional and will encourage more members of the public to take an interest and may even help with councillor recruitment in the future.

As Leigh Town Council manages the community centre and is responsible for its current status in the town, it should enjoy the benefit of a chamber that properly reflects the seriousness of its duty and has the look and feel of other town council chambers.

*Rayleigh Town Council*



A bespoke chamber will also help to cement the relationship between LTC and LCC. It would be a physical demonstration of the mutually dependent and mutually beneficial relationship, and it would emphasise the Elm Road site as a civic hub for the town. This may be increasingly significant in view of proposed developments to the area.

A bespoke chamber should also be equipped with refreshment facilities for councillor comfort and be decorated with tasteful features that celebrate the town's heritage - pictures of historic buildings and portraits of previous chairman would be traditional.

The chosen room should be redecorated and equipped as a Council Chamber so that it is no longer a multifunctional space for hire by anyone but a bespoke meeting room specifically for LTC. I believe a date should be set beyond which the chosen room cannot be hired out. It may be possible to *then* advertise a special meeting room space, but only when the chamber is not in use by LTC. This does occur at other Town Councils where the room's primary use is for committee meetings.

Although there will be issues surrounding potential loss of future income from *external* hirers it should be remembered that over half of the budget income for the LCC comes from LTC.

Budget 2012/13	Income Budget	Income to Date	Expenditure Budget	Spent to Date	Committed	Balance	% Spent
Hiring Income	£18,000.00	£22,556.40				-£4,556.40	125.31
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	£35,862.91	£0.00	£0.00	£0.00	-£7,362.91	125.83
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	£2,828.40		-£728.40	134.69
Water			£600.00	£383.78		£216.22	63.96
Catering		£177.10	£200.00	£942.54		-£565.44	249.94
Communications			£650.00	£1,439.18		-£789.18	221.41
Cleaning / Washroom Services			£1,400.00	£2,057.74		-£657.74	146.98
Waste Removal			£900.00	£940.78		-£40.78	104.53
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	£7,809.54		-£2,809.54	156.19
External Maintenance			£4,500.00	£630.00		£3,870.00	14.00
Miscellaneous			£1,200.00	£896.91		£303.09	74.74
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*			£42,285.00	£42,373.25		-£88.25	100.21
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>£36,040.01</b>	<b>£74,335.00</b>	<b>£83,373.06</b>	<b>£0.00</b>	<b>-£8,860.96</b>	112.16
			Net Spend Less Salaries			£4,959.80	
			Net Spend			£47,333.05	£45,835.00

**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 30/05/13 £34,858.45

<b>Total Invoiced Income to 29th May 2013</b>	<b>£34,858.45</b>	<b>245%</b>	<b>Of Predicted Income</b>
<b>Total Received Income to 9th April 2013 (From Budget Sheet)</b>	<b>£22,556.40</b>	<b>24%</b>	<b>Of Possible Income</b>
<b>Balance to Invoice before 9th April 2013 to achieve target</b>	<b>-£20,606.12</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</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	£6,200.00	<b>£2,964.86</b>
May-13	£1,608.33	£2,140.81	£4,939.00	<b>£1,189.86</b>
Jun-13	£1,608.33	£2,570.00	£0.00	<b>-£4,178.33</b>
Jul-13	£1,608.33	£2,570.00	£0.00	<b>-£4,178.33</b>
<b>Year Total 2012-13 (whole Year)</b>	<b>£17,691.63</b>	<b>£11,901.67</b>	<b>£34,858.45</b>	<b>£5,265.15</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**