



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk

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



29th August 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 4th September 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 3rd July 2013
4. DECLARATION OF MEMBERS' INTERESTS
5. MOTIONS SUBMITTED BY COUNCILLORS TO LCCC

1) That this Committee has no confidence in the present Chairman Cllr Mark Bromfield for the following reasons:-

- a. The breakdown in relationships between the Chairman and the Council's senior staff and his refusal, despite a request by the Vice Chairman of Council and Personnel Sub-Committee (after consultation with the Chairman of both), to stand down from the Chairmanship of this Committee whilst these issues are adjudicated.
- b. His failure to take any action to promote or improve the use of the Community Centre or take any action to seek an extension to the lease or provide additional services to the community via the community centre.
- c. His failure to engage with the active supporters of the Community Centre or any of the significant users of the centre.
- d. He has publicly advocated a course of action, external commercial management, which would be entirely against the ethos and intention of the council's resolved policy and would be likely to result in an early termination of the current lease. The current lease is tied to the Management Plan, an integral part of that lease, which supports the current operational status of the centre.
- e. His failure to understand the parameters of the Chairman's role in accordance with standing orders and his actions which indicate that he does not support the Council's resolved policies and objectives with regard to the community centre as a non-commercial community asset.
- f. His failure to react to significant recent developments with regard to the demolition of the Connexions building, which could affect the viability of the entire project.
- g. His failure to take part in the Chairman's Liaison Group, which is vital for the setting of staff priorities and workload.

Proposed Cllr Cliff Passmore
Seconded Cllr Geoff Crawford

Discussion paper

Members are referred to body of the motion.

- 1) That this Committee, and the Council as a whole, gives urgent consideration to all aspects of the implication of the imminent demolition of the Connexions building and asks the Community Centre Manager and Town Clerk to open urgent discussion with the Officers of Southend Borough Council.**

Proposed Cllr Richard Herbert
Seconded Cllr Carole Mulroney

Discussion paper

The removal of the Connexions building is likely to lead to a number of serious problems for the centre, loss of parking, sound exposure to the rear, security, disturbance during demolition work. When the lease was drawn up, whilst the closure of this building was considered, actual demolition was not expected. The implications could be quite serious.

- 2) That this Committee develops a strategy, in conjunction with the Town Clerk and Centre Manager, to seek a significant extension to the lease.**

Proposed Cllr Richard Herbert
Seconded Cllr Carole Mulroney

Discussion paper

It is the Council's intention and resolved policy to seek an extension to our lease. Clearly a short-term 5 year project of this nature would have made little sense and the long term objectives of the Council are included in the business plan.

So far we have been successful in demonstrating our ability to run a major community centre and have exceeded our financial projections. The value the community in Leigh places on this project was demonstrated at the last Town Meeting.

Previously we have worked hard to maintain a high profile for the Centre and taken every opportunity to promote the extension of the lease politically however no further action has been taken in the last few months.

The Centre Manager has considerable marketing experience and the Council as whole has increased its support in the community over the last two years and immediate plans for the closing of the Centre have been taken from the table, however in order to achieve a successful long term outcome for both the Centre and the Council a proper strategy and plan needs to be developed and pursued with endeavour and passion, particularly if we are also to achieve our aim of influencing the Elm Road Development proposals and gain a significant civic hub for Leigh.

- 3) That an external review of the Community Centre Project be carried out.**

Cllr Richard Herbert
Cllr Carole Mulroney

Discussion paper

I suggested earlier in the year that an external review of the Community Centre Project be carried out but the Committee at that time felt this was too early. The Centre has open for one year now and I think it is important to hold a review at this stage so that any problems can be identified and corrected and successes built upon. We have no past experience ourselves of running a Community Centre and although our Centre is probably unique in terms of its size and complexity, a review by someone with experience in a similar situation would be of value.

This review should bear in mind the Council's objective, not to run a commercial enterprise but to provide a significant community asset led by and involved and part of our community.

This could be developed as an annual review and risk assessment.

6. COMMUNITY CENTRE MANAGER'S REPORT – This report will be on those items, where relevant, as previously identified by the Committee. (Report 2246/VM - Appendix 1)
7. CONSIDERATION OF BURSARY FUNDING TO LEIGH MARITIME
8. DEMOLITION OF CONNEXIONS BUILDING AND PARKING ARRANGEMENTS FOR LCC – Report 2250/TC (Appendix 2)
9. BUDGET REPORT – Report 2237/LCC – (Appendix 3)



Paul Beckerson
Town Clerk
27th June 2013

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



Leigh-on-Sea Town Council



QUALITY
TOWN
COUNCIL

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COMMUNITY CENTRE MANAGER'S REPORT Report 2246/CC V Moyse

September 2013

1. Marketing and Promotion

- a) Work has started on the website and initial pages. This has not progressed as far as had been hoped due to staff sickness and leave in the office.

The first pages are:

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

A Powerpoint of the progress on pages drafted so far will be available at the meeting.

- b) Further work on the Marketing Plan will commence once the website is up and running.

2. Staffing

Additional caretaker hours have greatly eased LCC Manager's time and allowed a more regular cleaning/maintenance schedule to be adopted.

3. Volunteers

Volunteers are working on fundraising ideas and events and have also helped typing up the Library petition.

4. Advisory Board

Nothing to report.

5. Liaison with other Organisations and Partners

- a) Café Valise Have requested a report from Café Valise with figures.
- b) White Bus Attendance still good on these events. Cinema has now moved up to Room 4 to avoid noise from fitness classes overhead. From October there will two showings – a matinee starting at 3pm and the evening showing at 7.30pm.
- c) Bar Service A trial arrangement has been made with Neil Harding who supplies most of the bars for events and charity events in the Southend Area. He supplies the bar free of charge with a minimum spend to the customer of £100, dependent on numbers attending the event. After the minimum spend, 25% of takings come to the LCC as a donation. To date we have trialled three small events and the LCC has received total donations of £123.

6. Building Maintenance

With the lull in August bookings due to the holidays full advantage has been taken to tackle larger tasks around the building. All maintenance work is undertaken during normal shift time or when the building has to be open.

- a) Kitchen The relief caretaker, a former kitchen fitter has replaced the kitchen in the Centre with the kitchen from the Connexions building. This has been done on occasions where it was possible for him to combine supervision of the building and the kitchen fitting.
- b) Painting of Room 6 has been completed.
- c) Doors between Rooms 4 and 5 have been completed by SBC. Thursday Club start at the Centre on 5 September. Lights in Room 4 have also been raised at the same time to make the room more flexible.
- d) Lifts Express Lifts have had a change in management and LCC contracts have been passed to a different department. They are re-commissioning a survey of all three lifts with a view to progressing a cost effective plan for moving forward. Any refunds due will be back dated.
- e) Repairs have also been made to the back door to cover the holes, the crumbling concrete around the manhole close to the back door and two windows that have broken.

7. Health & Safety

Replacement of safety glass in the doors to the café will be complete by the end of September.

With the Connexions building being decommissioned it was discovered that the electrical supply for the maglocks on the fire door at the back on the first floor was supplied from the Connexions building. SBC are reconnecting this to a supply from the Centre. SBC will also secure the fire escape staircase once the stretch from the Connexions building is removed

One of the treads on the fire escape staircase to the back of the building has rusted and broken. The tread is being replaced and the whole staircase surveyed to check for any other potential damage.

8. Business Development

This to be progressed in conjunction with the Marketing Plan.

9. Matters Arising

- 1. Uniforms for caretakers – Have been ordered and should be available by 6 September.
- 2. Connexions Building. This building is now vacated and SBC gave permission for LCC to recycle items that were of use. The Centre has acquired lighting, light fittings, furniture, cleaning materials, blinds, a ladder, a trolley and the kitchen which includes a dishwasher, instant hot water machine and an oven.

SBC also agreed for the existing kitchen in the Centre, once stripped out, and any broken furniture etc to be put in the car park to be removed when the Connexions' building is stripped out at no charge to LCC.
- 3. SBC has advised that the Connexions' building will be demolished by Christmas. This brings up issues such as parking and securing the building from the back. These are the subject of a separate Report 2250.

Feedback and Impact on the Community

Continued good feedback from users and continued support for the Café.

10. Bookings and Budget

Bookings in July were reduced slightly and the last two weeks of August were extremely quiet with most days with no bookings. Week commencing 2 September bookings are back up to 15 bookings or so a day.

Booking enquiries: Mini tennis
 Southend in Bloom
 Club 100
 Weddings for next year

Bookings confirmed: Little Maestros

Leigh Independent Art School
After School English and Maths
Southend U3A
Continued adult and children's parties

For the period from 1 November to 26 August the percentage received income calculated against maximum potential income is now 29.3%.

Priorities for period September to October

CC	Events
Website	Leigh Lights
Prioritisation of all remedial works and costings	Maritime Festival
Preparing In House manuals for maintenance, cleaning and duties	



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Report 2250/TC

DEMOLITION OF CONNEXIONS BUILDING AND FUTURE PARKING ARRANGEMENTS

As members are aware the present parking provision at the LCC is 3 spaces under the present Connexions Building (unspecified spaces), there are an additional 12 spaces which have been available to hirers when not used by Connexions staff. There are 3 disabled parking spaces at the front of the building on what is classified as public highway and are not the subjects of a TRO.

The parking spaces at the rear are extensively used by hirers, LTC staff (Office and Janitorial) and Café Valise staff. The loss of these spaces and the additional cost to hirers of parking is likely to reduce income and potential bookings. Whenever there is a Farmers' Market or Fair all the spaces are used by the hirers.

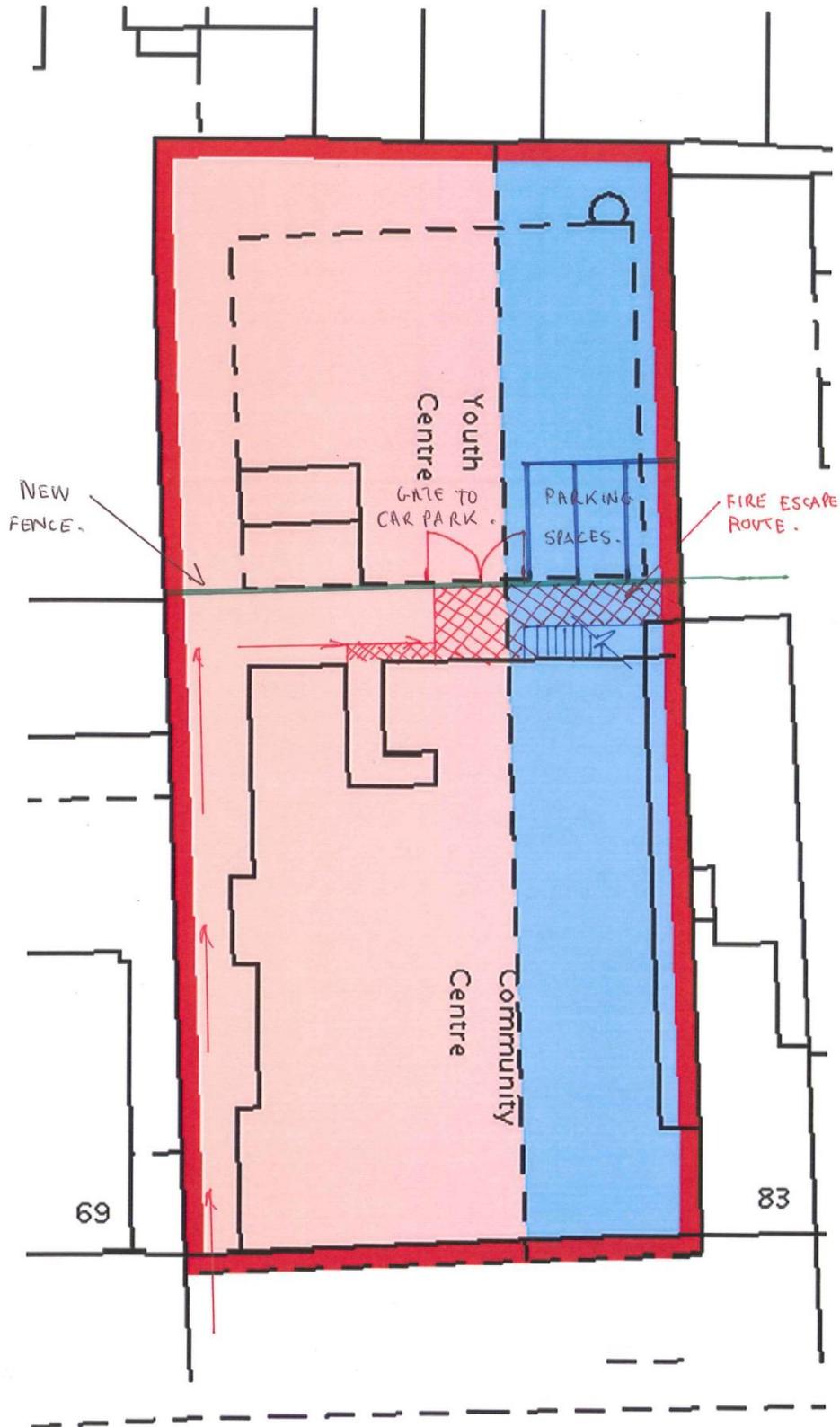
SBC propose to issue 3 parking permits for the use of the LCC in the car park but with no dedicated spaces. The original proposal insisted that registration numbers are provided, but this is deemed unnecessary as we already hold non vehicle specific permits for the First Aid Station and the Skate Park car park. The Council could consider purchasing additional permits to give more flexibility for hirers or alternatively offering some discount to cover parking fees. A season ticket permit for the Elm Road Car Park would cost £700 although I believe a site specific permit is provided at a lower cost.

The lease plan shows that the Centre has pedestrian and vehicular right of way over the area coloured brown; this is the driveway and tarmacked area to the rear of the building up to the present building line of the Connexions Building. A new fence will be erected by SBC along this line with a gate for fire exit purposes into the extended car park. SBC are proposing a palisade type fence, this could cause problems of noise transmission to the west of the Centre, to properties that have not been exposed to this in the past. It is proposed that consideration should be given to upgrading this to acoustic fencing to buffer the sound from the lower hall. It is also proposed that the gate be wide enough to allow vehicular access, this would enable vehicles to be driven down the driveway and exit into the car park via the new gate. This arrangement would allow the parking of vehicles within the brown area for things such as the Farmers' Market and Fairs.

Additional parking can be added to the front of centre. There is a need for short stay parking as was available at 67 Elm Road. Consideration should be given to converting the single disabled bay by the front door of the LCC to two bays for 20 minute maximum use. SBC have been consulted as the Highway Authority and have no objection to the change as it is not subject to a TRO. Use analysis over the first year of operation is that two disabled are sufficient for users of the LCC.

The attached diagram shows the arrangement of the possible parking bays and gate, fire exit routes etc.

The Committee are therefore **REQUESTED** to give a view on the options the LCC Manger and Town Clerk should pursue with SBC.



Budget 2013/14	B/F 2012/13	Income Budget	Income to Date	Expenditure Budget	Spent to Date	Committed	Balance	% Spent
Hiring Income		£46,000.00	£21,962.18				£24,037.82	47.74
LTC Contribution		£23,500.00	£23,500.00				£0.00	100.00
Bursary Fund		£1,000.00	£0.00				£1,000.00	0.00
Cory Grant		£4,558.00	£0.00				£4,558.00	0.00
	£0.00	£75,058.00	£45,462.18	£0.00	£0.00	£0.00	£29,595.82	60.57
Friends Fund Raising*	£2,088.94		£219.80		£3,210.32		£-901.58	139.05
Rates				£7,800.00	£3,813.00		£3,987.00	48.88
Gas				£3,000.00	£2,276.67		£723.33	75.89
Electric				£3,500.00	£2,214.96		£1,285.04	63.28
Water				£1,000.00	£739.38		£260.62	73.94
Catering			£0.00	£200.00	£536.43		£-336.43	268.22
Communications				£2,000.00	£463.49		£1,536.51	23.17
Cleaning				£4,000.00	£639.19		£3,360.81	15.98
Waste Removal Washroom Serv.				£2,800.00	£315.00		£2,485.00	11.25
Janitorial Costs				£0.00	£428.46		£-428.46	
Insurance				£3,000.00	£2,777.86		£222.14	92.60
Advertising				£1,000.00	£600.00		£400.00	60.00
Security / Alarms				£1,000.00	£475.05		£524.95	47.51
Internal Maintenance				£8,500.00	£8,463.63		£36.37	99.57
External Maintenance				£7,500.00	£0.00		£7,500.00	0.00
Miscellaneous				£2,000.00	£123.63		£1,876.37	6.18
Licences				£650.00	£145.50		£504.50	22.38
IT				£1,000.00	£0.00		£1,000.00	0.00
Contingencies				£8,500.00	£0.00		£8,500.00	0.00
Salaries / Payroll				£90,387.13	£28,988.82		£61,398.31	32.07
Staff Training				£0.00	£0.00		£0.00	
Admin Services				£600.00	£0.00		£600.00	0.00
Equipment & Fittings	£8,159.31			£1,000.00	£1,940.45		£7,218.86	21.19
Totals	£8,159.31	£75,058.00	£45,462.18	£149,437.13	£54,941.52	£0.00	£102,654.92	36.77

* Accounted for Separately

Net Spend Less Salaries

£-19,509.48

Net Spend

£9,479.34

SET-UP Budget

	Budget 2012/13	Exp. Budget	Committed	Spend	Sub-Total	Balance	% Used
Professional Services	£950.00	£1,000.00		£1,037.00	£1,037.00	£913.00	53.18
Furniture, Fixtures & Fittings	£1,824.17			£903.45	£903.45	£920.72	49.53
Miscellaneous Equipment	£5,385.14			£0.00	£0.00	£5,385.14	0.00
Total	£8,159.31	£1,000.00	£0.00	£1,940.45	£1,940.45	£7,218.86	23.78

INCOME REPORT 2012/13 – 12 months of operation

Actual invoiced income is 153.43% of the predicted income and 29.32% of the maximum possible income (assuming full utilisation of the building)

	Predicted Income			Actual Invoiced Income	Difference
	SACC & LTC	New business	Total		
Sep-12	£1,608.33		£1,608.33	£0.00	-£1,608.33
Oct-12	£1,608.33		£1,608.33	£3,800.07	£2,191.74
Nov-12	£1,608.33	£84.81	£1,693.14	£3,175.57	£1,482.43
Dec-12	£1,608.33	£341.81	£1,950.14	£5,610.82	£3,660.68
Jan-13	£1,608.33	£598.81	£2,207.14	£1,764.17	-£442.97
Feb-13	£1,608.33	£855.81	£2,464.14	£359.40	-£2,104.74
Mar-13	£1,608.33	£1,112.81	£2,721.14	£9,009.42	£6,288.28
Apr-13	£1,608.33	£1,626.81	£3,235.14	£8,485.47	£5,250.33
May-13	£1,608.33	£2,140.81	£3,749.14	£5,115.71	£1,366.57
Jun-13	£1,608.33	£2,354.89	£3,963.22	£1,696.10	-£2,267.12
Jul-13	£1,608.33	£2,570.00	£4,178.33	£7,536.48	£3,358.15
Aug-13	£1,608.33	£2,570.00	£4,178.33	£4,933.53	£755.20
Total	£19,299.96	£14,256.56	£33,556.52	£51,486.74	£17,930.22

* Invoiced income includes bookings in Sept & Oct

** Three weeks Xmas
shutdown