



# 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



26<sup>th</sup> September 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 2<sup>nd</sup> October 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 4<sup>th</sup> September 2013
4. DECLARATION OF MEMBERS' INTERESTS
5. MOTIONS SUBMITTED BY COUNCILLORS TO LCCC
  - 1) **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.

- 2) **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.

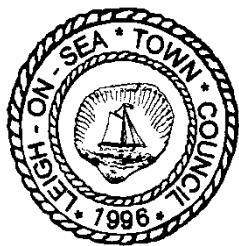
This could be developed as an annual review and risk assessment.

6. COMMUNITY CENTRE MANAGER'S REPORT – This report will be on those items, where relevant, as previously identified by the Committee. (Report 2263/VM - Appendix 1)
7. PARKING ARRANGEMENTS FOR LCC – Report 2265/TC (Appendix 2)
8. COUNCIL CHAMBER – Report 2267/VM (Appendix 3)
9. LCC BUDGET 2014/15 (Appendix 4)
10. BUDGET REPORT – Report 2264/LCC – (Appendix 5)



Paul Beckerson  
Town Clerk  
26<sup>th</sup> September 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



MINUTES OF A MEETING OF THE LEIGH COMMUNITY CENTRE COMMITTEE HELD AT 7.30PM  
ON WEDNESDAY 4<sup>th</sup> SEPTEMBER 2013 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD,  
LEIGH-ON-SEA

Present Cllrs: Mark Bromfield (Chairman), Syrie Cox, Geoff Crawford, Richard Herbert, Jerry Holden, Pat Holden, Paul Lawrence, Carole Mulroney, Caroline Parker, Cliff Passmore and David Stanley.

In attendance: Cllrs Donald Fraser and John Wren, Paul Beckerson (Town Clerk), Vanda Moyse (LCC Manager), Echo Reporter and two members of the public.

***The meeting opened at 7.30pm***

25. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

26. APOLOGIES FOR ABSENCE

There were none

27. MINUTES OF MEETING HELD ON 3<sup>rd</sup> JULY 2013

The minutes of 3<sup>rd</sup> July 2013 were agreed as a correct record and signed by the Chairman.

28. DECLARATION OF MEMBERS' INTERESTS

***Cllr Carole Mulroney declared a non-pecuniary interest in Leigh Maritime of which she is a Director.***

29. THE VICE-CHAIRMAN TOOK THE CHAIR FOR AGENDA ITEM 5 – MOTIONS SUBMITTED BY COUNCILLORS TO LCCC

30. SUSPENSION OF STANDING ORDER 4a TO ENABLE MOTIONS ON THE AGENDA TO BE DEBATED AT THE MEETING

The motion to suspend SO 4a invoking SO 5a (xxiii) and SO 35a was proposed by Cllr Richard Herbert, seconded Cllr Carole Mulroney.

Members debated the use of SO 5a (xxiii) with the Chairman of Personnel Sub-Committee reading verbal advice she had received from NALC via EALC.

That in their view it is not legitimate to use SO 5 xxiii to suspend standing orders to deal with a matter on the agenda that is already illegitimate because it breaches SO 4a.

Therefore item 5 cannot be discussed tonight.

(SO 5 xxiii to suspend standing orders is for the purposes of conducting business that cannot otherwise be dealt with)

As a consequence the Seconder withdrew their support, following which the proposer withdrew the motion and requested the Chairman to convene an Extra-Ordinary meeting to discuss the motions as a matter of urgency.

31. THE CHAIRMAN TOOK THE CHAIR.

32. COMMUNITY CENTRE MANAGER'S REPORT – Report 2246/VM (Appendix 1 to the agenda)

The LCC Manager highlighted certain aspects of the report. The website was nearing completion and would be presented to the LCCC within the next week. The Chairman of the Presentation WP reminded members that it would go to them for comments.

There had only been two weeks of low bookings during August and this had enabled caretakers to progress maintenance work around the LCC. The kitchen from Connexions had been removed and installed in the LCC at minimal cost to the Council.

The caretaker uniforms would be delivered during the next few days.

The Committee **noted** the report.

33. CONSIDERATION OF BURSARY FOR LEIGH MARITIME

The Committee **RESOLVED** to grant a bursary of £137.28 to the group for bi-monthly meetings for a year.

34. DEMOLITION OF CONNEXIONS BUILDING AND PARKING ARRANGEMENTS FOR LCC – Report 2250/TC (Appendix 2 to the agenda)

Members expressed the wish to obtain more permits over and above the three offered at a discounted rate and generally approved the revised parking arrangements to the front of the building as set out in the report, although there was an opinion offered that favoured the retention of the disabled bay adjacent to the front door.

The Town Clerk is to organise a Protocol meeting (Chairman and Vice Chairman of Council) with the Leader of SBC and appropriate officers to address the issue of parking for the LCC

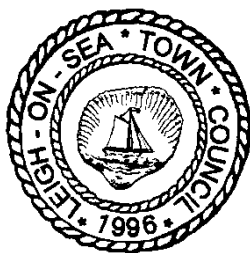
35. BUDGET REPORT – Report 2255/LCC – (Appendix 3 to the agenda)

Members noted that the Internal Maintenance Budget was nearly spent, it was **RESOLVED** to vire £2,500 from Contingencies to address this situation.

Members wished to record their thanks to the LCC Manager and staff for the excellent outturn as indicated in the Income Report.

The reports were **noted**.

***The meeting closed at 8.45pm***



# Leigh-on-Sea Town Council



QUALITY  
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 2263/CC V Moyse

October 2013

### 1. Marketing and Promotion

- a) The Presentation Working Party reviewed the initial draft website and made suggestions. Once these suggestions have been put in place the website will be put before the Chairman and then the Committee.

It was felt that the launch of the website should be made an event and could tie in with another Open Day towards the end of November/beginning of December.

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

### 2. Staffing

New staffing hours continue to work well. Since the end of May, when the relief caretaker was taken on, he has worked 179 hours. This includes some hours work on the skatepark, the cinder path shelter, hours called in to help strip reusable items from the Connexions building and to fit the kitchen.

### 3. Volunteers

Volunteers are working on fundraising ideas and in order to get them acquainted and working together better a Curry Fund Raising event has been organised on Tuesday 15 October at 7.00pm at the Taj Mahal Indian restaurant in Leigh Road. Tickets are £12 to cover all food (drinks extra) and £6 of this will go to the Friends fund. All welcome and the idea is to discuss and work on further methods for fund raising.

Volunteers this month have run the bar/coffee service at the White Bus film and will be covering the ticket sales at the matinees for future films.

### 4. Advisory Board

Nothing to report.

### 5. Liaison with other Organisations and Partners

- a) Café Valise Metal are concerned that the Café is still not turning a profit. Ideas on how to boost income to be worked through with Metal. Possibility of a better discount on room hire for Metal staged events to be discussed with Committee.
- b) White Bus September saw the second showing of films in Room 4. This works well and attendance was once again good. Sales will hopefully be increased with the introduction of the matinees from October.
- c) Bar Service This trial is working well. From an event on 21 September another £100 will be donated to the Community Centre.
- d) Leigh Lions Leigh Lions had extra funds which they wished to use to benefit the community. Further to a meeting they have decided to match the bursary sum of £1000 to be used for the benefit of new community groups and those with little funding.
- e) Citizens Advice Bureau A meeting was held with Southend CAB to discuss the possibility of using the Centre for a monthly drop in session. Their requirements would be for an office, PC and phone so the back office would be ideal as then no cost incurred to the Centre. Awaiting decision from CAB.

- f) In order to build on relationships with those that make major contributions to the Centre, the possibility of offering these groups a better discount on room hire would be beneficial.

#### 6. Building Maintenance

Maintenance tasks still ongoing and being fitted around bookings and caretaker time.

- a) Kitchen The kitchen is nearly finished. A few items to finish but the new kitchen has cost the Centre just £189 for a piece of new work surface. This includes a dishwasher, oven and new cabinets. This will enable the kitchen to be used for more catering activities and therefore increase income. The caretaker did most of the fitting whilst covering smaller groups at the weekend.

#### 7. Health & Safety

Continues to be monitored and as areas of concern are identified these are corrected and changes in procedures made where applicable.

#### 8. Business Development

This to be progressed in conjunction with the Marketing Plan.

#### 9. Matters Arising

1. Uniforms for caretakers now received and in place.
2. Parking resolution see separate report 2265.
3. Council Chamber – see separate report 2267

#### Feedback and Impact on the Community

Continued good feedback from users and continued support for the Café. Some suggestions have been made for the Café to make one or two days a week more 'Victorian' with afternoon teas served and more relaxing music. Comments have been passed to the Café.

#### 10. Bookings and Budget

Bookings still on a steady level since the return from holidays.

The Thursday club has settled in well and is very happy with their new premises.

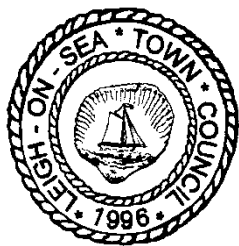
Booking enquiries: Halloween parties  
Dinner for Southend Cricket Festival  
Weddings for next year

Bookings confirmed: Southend in Bloom  
Betty Blue Eyes – Home Fair  
Mini tennis  
Just One Dog – dog rehoming charity

For the period from 1 November to 20 September the percentage received income calculated against maximum potential income is now 28.17%.

#### Priorities for period October to November

| CC  | Events                 |
|---|------------------------|
| Website   | Leigh Lights           |
| Prioritisation of all remedial works and costings               | Carols on Strand Wharf |
| Preparing In House manuals for maintenance, cleaning and duties | Maritime Festival      |
| Marketing Plan and Business Development                         |                        |



# 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 2265/TC

## FUTURE PARKING ARRANGEMENTS

As members will recall, at the last meeting they considered the issues outlined in Report 2250. I am pleased to report that we have negotiated a solution satisfactory to both LTC and SBC. SBC will mark out 3 parking spaces for LCC in the corner of the new section of car park, for which there will be no charge. There will be a gate provided in the new fence wide enough to enable vehicles to back up for deliveries etc. to the rear of the hall.

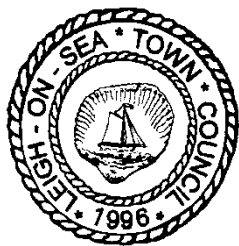
Both the spaces and the gate will be subject to a licence agreement as set out below:

- Year to year
- Terminable on 3 months' notice
- No charge
- 3 allocated spaces
- No liability to SBC in the event others park in the spaces
- Access on foot from the spaces to the rear of the CC
- Gate to be kept closed at all times when not in use for access or deliveries
- No public access via rear gate – only for staff, servicing and deliveries

The Committee are requested to make a decision on the front spaces to the LCC to enable short stay parking (max 20 minutes). There are two options both require the removal of one disabled parking bay, this complies with the ratio of parking set down in government legislation (a minimum of 2 marked disabled parking bays for up to 34 bays).

1. Remove the bay adjacent to the front door, this would provide 2 short stay parking bays and 2 marked disabled parking bays.
2. Remove one of the bays adjacent to 75 Elm Road, this would provide 1 short stay parking bay and 2 marked disabled parking bays.

In addition, to aid parking on days with large events and markets, a preferential rate has been negotiated with the car park behind the Grand Hotel. The charge for a full day will be £5 as opposed to the over six hour rate in Elm Park of £10.



# 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



## PROPOSALS FOR COUNCIL CHAMBER

24 September 2013

Report 2267/VM

Discussion took place about a Council Chamber for the Town Council. It was agreed that no one room could be held purely for the Council and that the room would have to be hireable when the Council were not using it. It was also agreed that Room 6 was the most suitable room.

Points discussed:

- Chairs - new chairs proposed without arms, enough to cover all council members and some for audience

Still to research

- Pictures of Council run projects and facilities around the room

Awaiting replies from Leigh Times photographer and Leigh Camera Club for assistance with photography which would then be free. Suggesting photos approximately A3 size with which plain black frames. Cost approximately £13.50 to £22.50 each depending on number ordered. Decision required by committee.

- Noticeboard in room to be adapted to have Council information – ward map, list of past Chairmen, picture of current chairman

Ward map and lists being prepared. Cost – printing costs for large map and photos

- Possibility of a permanently fixed projector in the room – this would also require a black out blind

Costs still to be obtained.

- Refreshments – possibly get a water machine plumbed in to provide hot/cold water so refreshments could be on hand

There are four options for provision of refreshments. Three would involve a small cupboard to house cups, glasses and supplies. Relief caretaker to build and quote for cupboard. Decision required.

Option 1 – teas/coffees be prepared in thermos flasks and taken up to meetings. Water jugs and glasses provided for each meeting. This option has no cost implication as all equipment already available. This option avoids using valuable floor space for cupboard etc.

Option 2 – A water heater (already have) and cupboard for items. Possibly a fridge to keep milk, water cool. Cost – fridge £75. Plumbing in of hot water machine £182.24 plus caretaker hours for labour.



Option 3 – a tap be plumbed in to the room. This would provide water and require a sink for drainage. Additional requirements would be a kettle or water heater which we already have and possibly a fridge. This would also have an impact on space and appearance of the room.

Fridge - £75. Cost of plumbing £550.19 plus caretaker hours for labour.

Option 4 – To purchase or hire in a machine with instant hot water and cold water supply. This would require plumbing in and possibly still a fridge. Cost plumbing £182.24. To buy machine £503.04 to hire £48.22 initially + £22.00 per month. Plus caretaker hours for labour

- Permanent Council Chamber sign on outside of door

A wooden sign engraved with the council roundel and Council Chamber would tie in with the Council roundel in the room. Costing of this would depend on wood used, design and size. Decision required on style.

- Clock to be moved to wall above the window so that it is easily visible to chairmen of meetings.

This is complete.

Further information on outstanding items to be provided upon completion of research.

## Sheet 9

**LCC Budget 2014/15**

|                                     | <b>Income<br/>Budget</b> | <b>Expenditure<br/>Budget</b> |
|-------------------------------------|--------------------------|-------------------------------|
| Hiring Income                       | £56,000.00               |                               |
| LTC Building Contribution           | £23,500.00               |                               |
| Bursary Fund                        | £1,000.00                |                               |
| Rates                               |                          | £7,800.00                     |
| Gas                                 |                          | £7,500.00                     |
| Electric                            |                          | £5,500.00                     |
| Water                               |                          | £1,200.00                     |
| Catering                            |                          | £0.00                         |
| Communications                      |                          | £2,000.00                     |
| Cleaning Materials Etc.             |                          | £900.00                       |
| Waste Removal / Washroom Serv.      |                          | £3,000.00                     |
| Insurance                           |                          | £2,800.00                     |
| Advertising                         |                          | £1,000.00                     |
| Security / Alarms                   |                          | £1,000.00                     |
| Internal Maintenance                |                          | £14,000.00                    |
| External Maintenance                |                          | £7,500.00                     |
| Miscellaneous                       |                          | £2,000.00                     |
| Licences                            |                          | £1,000.00                     |
| IT                                  |                          | £1,600.00                     |
| Contingencies                       |                          | £9,000.00                     |
| Salaries / Payroll                  |                          | £72,532.00                    |
| Existing Admin Salaries Apportioned |                          | £20,531.00                    |
|                                     |                          |                               |
| <b>Totals</b>                       | <b>£80,500.00</b>        | <b>£160,863.00</b>            |

|                        |                   |
|------------------------|-------------------|
| Net Deficit            | £80,363.00        |
| Less Existing Salaries | £20,531.00        |
| <b>LCC Deficit</b>     | <b>£59,832.00</b> |

**LCC Budget 2013/14**

| 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        | £24,146.33        |                    |                         |              | £21,853.67        | 52.49        |
| LTC Contribution             |                  | £23,500.00        | £23,500.00        |                    |                         |              | £0.00             | 100.00       |
| Bursary Fund                 |                  | £1,000.00         | £92.64            |                    |                         |              | £907.36           | 9.26         |
| Cory Grant                   |                  | £4,558.00         | £4,558.00         |                    |                         |              | £0.00             | 100.00       |
|                              | £0.00            | £75,058.00        | £52,296.97        | £0.00              | £0.00                   | £0.00        | £22,761.03        | 69.68        |
| Friends Fund Raising*        | £2,088.94        |                   | £292.80           |                    | £3,210.32               |              | -£828.58          | 134.79       |
| Rates                        |                  |                   |                   | £7,800.00          | £3,813.00               |              | £3,987.00         | 48.88        |
| Gas                          |                  |                   |                   | £3,000.00          | £2,345.44               |              | £654.56           | 78.18        |
| Electric                     |                  |                   |                   | £3,500.00          | £2,607.25               |              | £892.75           | 74.49        |
| 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          | £521.53                 |              | £1,478.47         | 26.08        |
| Cleaning                     |                  |                   |                   | £4,000.00          | £707.36                 |              | £3,292.64         | 17.68        |
| Waste Removal Washroom Serv. |                  |                   |                   | £2,800.00          | £315.00                 |              | £2,485.00         | 11.25        |
| Janitorial Costs / Uniforms  |                  |                   |                   | £0.00              | £180.39                 |              | -£180.39          |              |
| 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          | £8,477.70               |              | £22.30            | 99.74        |
| External Maintenance         |                  |                   |                   | £7,500.00          | £0.00                   |              | £7,500.00         | 0.00         |
| Miscellaneous                |                  |                   |                   | £2,000.00          | £170.71                 |              | £1,829.29         | 8.54         |
| Licences                     |                  |                   |                   | £650.00            | £145.50                 |              | £504.50           | 22.38        |
| IT                           |                  |                   |                   | £1,000.00          | £56.25                  |              | £943.75           | 5.63         |
| Contingencies                |                  |                   |                   | £8,500.00          | £0.00                   |              | £8,500.00         | 0.00         |
| Salaries / Payroll           |                  |                   |                   | £90,387.13         | £35,227.69              |              | £55,159.44        | 38.97        |
| 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        |
| <b>Totals</b>                | <b>£8,159.31</b> | <b>£75,058.00</b> | <b>£52,296.97</b> | <b>£149,437.13</b> | <b>£61,636.99</b>       | <b>£0.00</b> | <b>£95,959.45</b> | <b>41.25</b> |
| * Accounted for Separately   |                  |                   |                   |                    | Net Spend Less Salaries |              | -£25,887.67       |              |
|                              |                  |                   |                   |                    | Net Spend               |              | £9,340.02         |              |

**SET-UP Budget**

|                                | <b>Budget<br/>2012/13</b> | <b>Exp.<br/>Budget</b> | <b>Committed</b> | <b>Spend</b>     | <b>Sub-Total</b> | <b>Balance</b>   | <b>% Used</b> |
|--------------------------------|---------------------------|------------------------|------------------|------------------|------------------|------------------|---------------|
| 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          |
|                                |                           |                        |                  |                  |                  |                  |               |
| <b>Total</b>                   | <b>£8,159.31</b>          | <b>£1,000.00</b>       | <b>£0.00</b>     | <b>£1,940.45</b> | <b>£1,940.45</b> | <b>£7,218.86</b> | <b>23.78</b>  |

**INCOME REPORT 2013/14**

**Period: 1st September 2013 to 31st August 2014**

Predicted income is taken from the original Cash Flow Forecast and is made up of income from existing SACC and LTC room hire and income from anticipated new business.

Actual invoiced income is 138.9% of the predicted income and 28.17% of the maximum possible income (assuming full utilisation of the building)

|              | Predicted Income  |                   |                   | Actual Invoiced Income | Difference       |
|--------------|-------------------|-------------------|-------------------|------------------------|------------------|
|              | SACC & LTC        | New business      | Total             |                        |                  |
| Sep-13       | £1,608.33         | £2,570.00         | £4,178.33         | £5,803.91              | £1,625.58        |
| Oct-13       | £1,608.33         | £2,570.00         | £4,178.33         |                        |                  |
| Nov-13       | £1,608.33         | £2,570.00         | £4,178.33         |                        |                  |
| Dec-13       | £1,608.33         | £2,570.00         | £4,178.33         |                        |                  |
| Jan-14       | £1,608.33         | £2,570.00         | £4,178.33         |                        |                  |
| Feb-14       | £1,608.33         | £2,570.00         | £4,178.33         |                        |                  |
| Mar-14       | £1,608.33         | £2,570.00         | £4,178.33         |                        |                  |
| Apr-14       | £1,608.33         | £2,570.00         | £4,178.33         |                        |                  |
| May-14       | £1,608.33         | £2,570.00         | £4,178.33         |                        |                  |
| Jun-14       | £1,608.33         | £2,570.00         | £4,178.33         |                        |                  |
| Jul-14       | £1,608.33         | £2,570.00         | £4,178.33         |                        |                  |
| Aug-14       | £1,608.33         | £2,570.00         | £4,178.33         |                        |                  |
| <b>Total</b> | <b>£19,299.96</b> | <b>£30,840.00</b> | <b>£50,139.96</b> | <b>£5,803.91</b>       | <b>£1,625.58</b> |