

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



28th November 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 December 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 6th November 2013
4. DECLARATION OF MEMBERS' INTERESTS
5. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

That in view of the confidential nature of the business to be transacted in items 6 & 7 the public and press be temporarily excluded and they are instructed to withdraw (SO.1c) – (Contractual)

6. LCC CAFETERIA WORKING PARTY 19th November 2013 – Report 2289/TC (Confidential Appendix 1)

At the invitation of the Chairman the potential Operators of the Café will be available during the start of this item to answer questions and clarify any points.

7. EXTERNAL REVIEW, CONSIDERATION OF APPROPRIATE EXTERNAL REVIEWER AND COUNCIL ASSISTANCE – (Confidential Appendix 2)

At Council on 6th November 2013 the selection of an appropriate reviewer was discussed with the general agreement that suitable nominations would be made at the next LCCC meeting of persons who could be approached. Several councillors also volunteered to assist with the process by preparing background information such as financial forecasts, demographic user profiles, social impact assessment and comparisons with the original business plan.

8. REVISED SPECIFICATION FOR EXTERNAL REVIEW (Appendix 1)
9. COMMUNITY CENTRE MANAGER'S REPORT – This report will be on those items, where relevant, as previously identified by the Committee. (Report 2290/VM - Appendix 2)
10. MOTION FROM COUNCILLORS – VISION FOR THE FUTURE OF THE COMMUNITY CENTRE – Report 2286 (Appendix 3)

That this committee recommends to F&GPC and Council that Leigh Town Council:

- **establishes a vision for the future of the Community Centre;**

and that Officers and Councillors

- **create a new business plan including:-**

1. identification of current and future uses
2. establishment of required changes / improvements to the existing building
3. a financial viability study (operational/capital)
4. identification of sources of finance (grant/donation/s106/precept)
5. an assessment of the social impact of the project
6. consultation and assessment of the continuing support for the project if the original consultation becomes invalid
7. establishment of a time scale

and that the council

- **liaises with SBC and other community groups;**
- **prepares a bid**

Proposed Cllr Richard Herbert, Seconded Cllr Carole Mulroney

11. RCCE VILLAGE HALLS & COMMUNITY BUILDINGS ADVICE SERVICE

RCCE works to ensure all affiliated village halls and community buildings in Essex are provided with encouragement and support in their management.

RCCE [Village Halls and Community Buildings Advice Service](#) aims to:

Ensure all village halls/ community centres are well run

Encourage and support hall redevelopment projects

Provide grant funding advice

Provide information and advice on running a hall charity in your local community

Provide advice and information on all aspects of village hall and community building management

RCCE runs the [Hallmark Scheme](#), a nationally recognised quality standards scheme for Village Halls and Community Buildings.

RCCE carries out [Energy Efficiency Audits](#) of Village Halls and Community Buildings, providing a report and recommendations on how to reduce energy useage and costs.

RCCE undertakes [surveys and consultations](#) to provide feedback to ACRE and Government on certain issues that concern members, particularly to provide a case for additional funding for Village Halls and Community Buildings.

RCCE hold an annual [Village Halls and Community Building Conference](#), which is open to all village halls, community buildings, parish councils and parties interested rural community development.

The RCCE dedicated Village Hall & Community Buildings Adviser is available to attend meetings at your hall, provide advice and discuss specific issues/projects as appropriate

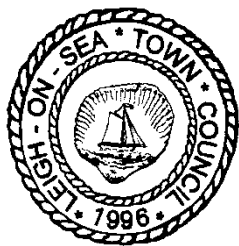
It is **recommended** to the Committee that the Council join the RCCE at a cost of £48

12. BUDGET REPORT – Report 2295/LCC – (Appendix 4)



Paul Beckerson
Town Clerk
28th November 2013

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



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Report 2288/TC

REVISED DRAFT SPECIFICATION FOR EXTERNAL LCC REVIEW

At its meetings of 2nd October the LCCC resolved to undertake an external review of the Community Centre Project in line with an agreed specification and best value principles. This report seeks to set out the main scope of such a review. At the subsequent meeting on the 6th November the scope was widened. Council on the 13th November **agreed** that a lot of the analytical work would be undertaken by staff and Councillors.

Preamble

The Community Centre is a new activity for the Town Council. It has been open for one year and at present seems to be fulfilling its initial projections. It has not been possible to find a comparable Community Centre of a similar size or complexity, we have eleven let-able spaces open seven days a week, it is difficult to assess internally where improvements can be made or potential risks to the enterprise lie.

The Centre is a community project which brings many benefits which cannot be measured in financial terms and it is not the objective of the Town Council to seek to profit from the Centre however we do envisage that the Centre would preferably run without subsidy and hopefully have a sufficiently strong financial base as to justify full refurbishment in the future. The Centre has been allowed to grow *organically* and is customer led with regard to the services it offers.

We particularly seek to identify opportunities to increase the benefit that the Centre brings for the community in line with our strategic objectives and at the same time control costs to achieve our financial aims. We are also reviewing our financial risk assessment.

The areas we are looking at are:

Building management and Staffing

Booking System

Pricing

Invoicing

Marketing

Service Provision

Specific analytical work to inform the review:

- Look back at the first year of operation and compare this with the original Business Plan.
- To what extent has the project met the original aims and objectives.
- How do the use classes foreseen in the Business Plan bear out in reality, what classes are not using the LCC
- What are the demographics of its users?
- What in terms of utilisation is realistic and is the LCC able to become self-financing taking into account the agreed subsidy.

- Undertake a comparison with two similar LA run Community Centres both in terms of use and finances
- How would an increase in commercial use impact on community provision
- Circulate customer satisfaction surveys to LCC to inform the review, copies to be circulated to members.



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COMMUNITY CENTRE MANAGER'S REPORT Report 2290/CC V Moyse

December 2013

1. Marketing and Promotion

Website to be completed and online for mid-January and launched at an Open Day at the Centre together with the Café launch should the Café proposals be acceptable. Dates provisionally booked are 18 January and 8 February as all other dates in January and early February are already booked with other events. Preferred date would be 18 January.

The Marketing Plan is being progressed following training in social media.

2. Staffing

Staffing is working at present although when licensed events take place providing the requisite number of caretakers is difficult.

3. Volunteers

Volunteers continue to support the Centre.

4. Liaison with other Organisations and Partners

- a) Citizens Advice Bureau CAB held their first session at the Centre and were very happy. They did not have any appointments but have decided to return on a monthly basis but rather than rely on just drop in custom to have appointments for Leigh residents as well. Their next session is provisionally booked for 9 January.
- b) Shoreline Event with Metal – This event went off extremely well and drew a lot of attention and different audiences to the Centre. It is estimated that around 20,000 people visited over the weekend.

5. Building Maintenance

Maintenance tasks still ongoing and being fitted around bookings and available caretaker time. The beginning of the New Year will be used to progress with decorating Room 7 and other areas. These will only require minimal expenditure as paint and most materials already purchased. Any further requirements such as curtains funds will be raised from Friends money.

6. Health & Safety

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

7. Business Development

This to be progressed in conjunction with the Marketing Plan.

8. Special rates for room hire

Neil Harding Cricket Festival Dinner Dance

Neil Harding manages the bars and he donates a percentage of takings at all bars to the Community Centre. It is proposed a 20% discount for his booking as we will still be getting a percentage from the bar takings.

GNB

Gary Sheridan of GNB arranges regular fairs and has offered to manage and guarantee regular fairs throughout the year. This would include spacing events to ensure similar fairs are not held close together, checking all risk assessments, PLIs and PAT certificates.

We would still reserve the right to take bookings ourselves which we would then pass onto Gary for management. All bookings would be checked with LCC before agreeing.

It is proposed the normal event rate apply to all bookings and a discount of 25% be given to Gary on events he sources/organises himself.

Leigh Folk Club

Leigh Folk Club has expressed an interest in holding their regular meetings here. These include a bar. The current cost was too prohibitive but if we could offer a better rate they would be prepared to leave some of their equipment at the Centre which could be used for other hirings when they are not using it. It is suggested for this a 30% discount on the hiring would be appropriate.

9. Matters Arising

- a) Council Chamber see Revised Report 2267a
- b) Attic space – Madelaine Murphy has started preparing the attic for move in. All work will be undertaken by Madelaine at her expense and all work will be checked to ensure it meets our H&S requirements.

The Town Clerk is preparing a licence agreement between the Community Centre and Madelaine.

10. Feedback and Impact on the Community

The Shorelines event has sparked new interest in the Centre and several enquiries have come from the event. Feedback from the Shorelines audience was good, many visitors were unaware that the Centre was here or of the facilities within the Centre.

A customer satisfaction survey will be sent to all users to assess where improvements can be made and where we are delivering as expected.

11. Bookings and Budget

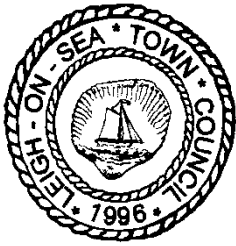
Bookings in the past few weeks continue to come in on a regular basis. These are on a basis of approximately 75% regular bookings and 25% one off parties/events.

Booking enquiries:	Home Events Circuit Training 60 Anniversary party
Bookings confirmed:	Wedding receptions Weddings Zumba Children's parties La Petite Ecole French Classes

For the period from 1 April to 28 November the percentage received income calculated against maximum potential income is now 33.49%. This does not include the room hire from Southend Adult Community College. The income from their bookings is being offset against the £3,000 for furniture. This will be paid off by July 2014 and any bookings from their new term in September will be actual income.

Activities for period November to December

Completion of Website
Prioritisation of all remedial works and costings
Marketing Plan and Business Development
Preparing In House manuals for maintenance, cleaning and duties



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PROPOSALS FOR COUNCIL CHAMBER

24 September 2013 Revised November 2013

Report 2267A/VM

Decisions required on the following:

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

New seating priced between £87 - £180 per chair for low end priced chairs (pictures available).
Cost of reupholstering existing chairs would be between £60 and £80 per chair.

2. **Pictures of Council run projects and facilities around the room**

Suggesting photos approximately A3 size with plain black frames. Cost approximately £13.50 to £22.50 each depending on number ordered.

Proposed photos which Mark Insull of Leigh Times has agreed to take free of charge:

Leigh Lights
Easter Event
Skatepark
Allotments
Cinder Path Shelter
Farmers Market
Paddling Pool

Decision as to whether black and white or colour photos.

3. **Noticeboard in room to be adapted to have Council information**

Suggestions - ward map, list of past Chairmen, picture of current chairmen

Decision on definitive list

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

Cost for a permanent fixed projector and bracket is approximately £400. We do have a portable projector which can be used when not required by hirers in the Centre.

5. **Refreshments**

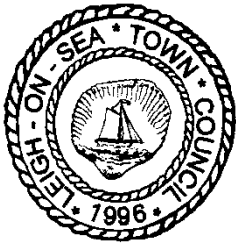
At the previous meeting the consensus was that flasks and cups/saucers water be put out for each meeting. Caretakers will not have time to prepare refreshments so this needs to be taken into consideration.

6. Permanent Council Chamber sign on outside of door

Decision required on type of sign – wooden, brushed steel etc and wording and then quote can be obtained.

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.

7. Clock has been moved.



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Report 2286/RH

LCC Bid

The **Elm Road Development Brief** was considered at SBC Cabinet on 6th November and it goes forward to full council for adoption on 12th December.

The Town Council has a five year lease but the Community Centre was always considered a long term project. We have been running the centre for over a year now and learned a lot and are at present reviewing our current operation, however to take this project into the future as part of the Elm Road Development will require a great deal of consideration and a **two year time scale is probably realistic** and so it would make sense to start on this now.

As a council we should take a positive and pro-active role.

The development brief contains the following information but it is recommended that the brief is read in full.

The **development brief** recognises that the site, given its location within Leigh District Centre, has the potential to offer much more to Leigh than it presently does, not only in terms of the improvements to the quality of the environment that may be possible, but also in terms of improvements to local amenities and services.

The community centre, although not locally listed, also makes an important contribution to the local street scene given the prominence of its main façade, and associated local views of this from Elm Road and Pall Mall. The importance of its offer to the local community is recognised, and Leigh Town Council nominated the Leigh Community Centre for inclusion in SBC's list of **Assets of Community Value**. The Community Centre has now been added to this list which give the Town Council **the right to bid** for the building should it be for sale and also empowers **SBC to transfer the ownership of the building to the Town Council at less than market value**.

SBC's core strategy will also require the retention of existing community facilities to be fundamental to any future planning applications.

It is therefore anticipated that the building will continue to function in its capacity as a community centre.

The Brief recognises that there is potential to further enhance and revitalise the contribution the community centre makes to the local area, which could include reconfiguration or redevelopment to create a more flexible space to the rear, an active frontage facing onto the proposed public square, and the retention of its important historic façade. Such works would however be for the future developer of the site to determine.

If it is proposed to retain the community centre in its current form, **SBC's consultants recommend** that a feasibility study is undertaken to establish the scope of the work required to bring it up to modern standards for accessibility and energy efficiency, and to modify the building for future users. Given the potential cost implications, a flexible approach to the community centre has been included within the brief which would see its façade retained as a minimum but allows for the potential redevelopment of the rear of the site if reconfiguration is unviable or patterns of use change in the future.

Any redevelopment will be required to provide an active frontage onto the proposed square and the Town Council has already presented its preferred option for the north of the sight (Option 5)

The Community Centre is a large and relatively complex building., For disabled users, the elderly and parents with children in prams and pushchairs, there is a ramp from the street to the entranceway and access is made possible to the first floor by a lift, however more generally accessibility is impeded by and is particularly hampered in its role due to the small changes of level throughout the Centre which happen around the building and significantly impedes accessibility.

The building is likely to continue in its current form under the management of Leigh Town Council, who have taken over the management of the building on lease from the Borough Council for a 5 year period from August 2012. Leigh Town Council are promoting its continued community use for a range of functions, including the Town Council Offices.

As a minimum, if it is determined that the building is no longer fit for purpose, or it is unviable to reconfigure the building, a flexible approach will be taken to ensure a viable future for the building and the wider site. Options to remodel the Community Centre building to improve and diversify its use, accessibility and environmental performance may be possible if its community use remains viable in the long term, although this would likely require a significant level of investment from the developer.

Alternatively, consideration could be given to the redevelopment of the building.

This should include as a minimum the retention of the prominent Elm Road façade, although would provide scope for a comprehensive redevelopment of the remainder of the building. Any modifications to, or redevelopment of, the Community Centre building would need to be handled sensitively in a way which respected the scale and massing of the original building and sought to preserve and enhance key historic features (such as the red brick gabled façade), but as the building is not listed there is reasonable license for creative changes, particularly internally. It would particularly benefit the character of the historic frontage if the original units to the ground floor frontage could be reinstated or opened up in a more sensitive manner to incorporate an active use, such as small individual retail units, at ground floor, and the landscaping of the space given careful consideration.

Also, any changes to, or redevelopment of, the rear section of the building should be in scale with the original structure, sensitively addressing the character of the Elm Road facade. In the event that the central square option is established, the option to redevelop the rear part of the building could provide an active frontage onto the square, with a new entranceway.

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	£41,117.44				£4,882.56	89.39
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	£4,408.00				£150.00	96.71
	£0.00	£75,058.00	£69,118.08	£0.00	£0.00	£0.00	£5,939.92	92.09
Friends Fund Raising*	£2,088.94		£1,075.25		£3,210.32		-£46.13	101.46
Rates				£7,800.00	£6,099.00		£1,701.00	78.19
Gas				£3,000.00	£2,486.98		£513.02	82.90
Electric				£3,500.00	£4,260.45		-£760.45	121.73
Water				£1,000.00	£739.38		£260.62	73.94
Catering			£23.00	£200.00	£536.43		-£313.43	240.55
Communications				£2,000.00	£747.41		£1,252.59	37.37
Cleaning				£4,000.00	£2,583.21		£1,416.79	64.58
Waste Removal Washroom Serv.				£2,800.00	£633.39		£2,166.61	22.62
Janitorial Costs				£0.00	£392.86		-£392.86	
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	£628.85		£371.15	62.89
Internal Maintenance				£11,000.00	£9,876.53		£1,123.47	89.79
External Maintenance				£7,500.00	£0.00		£7,500.00	0.00
Miscellaneous				£2,000.00	£339.43		£1,660.57	16.97
Licences				£650.00	£145.50		£504.50	22.38
IT				£1,000.00	£56.25		£943.75	5.63
Contingencies				£6,000.00	£0.00		£6,000.00	0.00
Salaries / Payroll				£90,387.13	£56,661.07		£33,726.06	62.69
Admin Services				£600.00	£0.00		£600.00	0.00
Equipment & Fittings	£8,159.31			£1,000.00	£3,898.49		£5,260.82	42.56
Totals	£8,159.31	£75,058.00	£69,118.08	£149,437.13	£93,463.09	£0.00	£64,156.35	62.54
* Accounted for Separately					Net Spend Less Salaries		-£32,316.06	
					Net Spend		£24,345.01	

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			£1,581.49	£1,581.49	£242.68	86.70
Miscellaneous Equipment	£5,385.14			£1,280.00	£1,280.00	£4,105.14	23.77
Total	£8,159.31	£1,000.00	£0.00	£3,898.49	£3,898.49	£5,260.82	47.78

Leigh Community Centre Cash Flow 2012 - 13

	Month	Invoiced Income	Received Income	LTC Revenue Contribution	Expenditure	Existing Salary Apportionment	Difference
Set-Up Budget	Aug-12	£0.00	£0.00	£1,312.50	£18,046.90	£1,925.37	-£14,809.03
	Sep-12	£0.00	£0.00	£1,312.50	£8,834.63	£1,925.37	-£5,596.76
	Oct-12	£3,800.07	£843.65	£1,312.50	£7,983.50	£1,925.37	-£3,901.98
	Nov-12	£3,175.57	£5,873.75	£1,312.50	£14,538.07	£1,925.37	-£5,426.45
	Dec-12	£5,610.82	£2,292.98	£1,312.50	£13,521.56	£1,925.37	-£7,990.71
	Jan-13	£1,764.17	£3,140.72	£1,312.50	£11,496.85	£1,925.37	-£5,118.26
	Feb-13	£359.40	£3,169.51	£1,312.50	£10,688.30	£1,925.37	-£4,280.92
	Mar-13	£9,009.42	£10,554.28	£1,312.50	£16,881.53	£1,925.37	-£3,089.38
	Apr-13	£8,485.47	£1,577.94	£1,958.33	£14,154.71	£1,710.98	-£8,907.46
	May-13	£5,115.71	£6,210.56	£1,958.33	£18,814.15	£1,710.98	-£8,934.28
	Jun-13	£1,698.10	£1,325.01	£1,958.33	£9,632.82	£1,710.98	-£4,638.50
	Jul-13	£7,536.48	£10,381.22	£1,958.33	£12,495.25	£1,710.98	£1,555.28
	Aug-13	£3,893.73	£5,040.27	£1,958.33	£8,515.51	£1,710.98	£194.07
	Sep-13	£5,849.48	£8,677.68	£1,958.33	£10,872.80	£1,710.98	£1,474.19
Oct-13	£6,630.34	£7,462.20	£1,958.33	£11,189.22	£1,710.98	-£57.71	
Nov-13	£5,222.03	£6,294.60	£1,958.33	£10,948.96	£1,710.98	-£985.05	
		£68,150.79	£72,844.37	£26,166.64	£198,614.76	£29,090.80	-£70,512.95
Total I&E 2012/13		£23,719.45	£25,874.89	£10,500.00	£101,991.34	£15,402.96	-£50,213.49
Total I&E 2013/14		£44,431.34	£46,969.48	£15,666.64	£96,623.42	£13,687.84	-£20,299.46

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 141.22% of the predicted income and 33.49% of the maximum possible income (assuming full utilisation of the building 2013/14)

	Predicted Income			Actual Invoiced Income	Difference
	SACC & LTC	New business	Total		
Sep-13	£1,608.33	£2,570.00	£4,178.33	£5,849.38	£1,671.05
Oct-13	£1,608.33	£2,570.00	£4,178.33	£6,630.03	£2,451.70
Nov-13	£1,608.33	£2,570.00	£4,178.33	£5,222.03	£1,043.70
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		
Total	£19,299.96	£30,840.00	£50,139.96	£17,701.44	£5,166.45