



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



27th February 2014

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 5th March 2014** in Room 6, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.30pm.

AGENDA

1. ELECTION OF CHAIRMAN
2. ELECTION OF VICE CHAIRMAN (IF REQUIRED)
3. CHAIRMAN'S OPENING REMARKS
4. APOLOGIES FOR ABSENCE
5. TO APPROVE THE MINUTES OF THE MEETING OF 5th FEBRUARY 2014
6. DECLARATION OF MEMBERS' INTERESTS
7. COMMUNITY CENTRE MANAGER'S REPORT – This report will be on those items, where relevant, as previously identified by the Committee. **None pending appointment**
8. ELSIE'S PLACE CIC FINANCIAL STATEMENT – Report 2331/PB (Appendix 1)
9. BUDGET REPORT – Report 2332/LCC – (Appendix 2)

Paul Beckerson
Town Clerk
27th February 2014

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

Elsie's Place C.I.C. Account's Summary 2014

		Takings	Expenditure	Surplus / Deficit	Food Supplies	Coffee Machine Rental	Coffee Machine Supplies	Cleaning	Repairs & Renewals	Fixtures & Fittings	Salaries	Equipment	Clothing	Printing & Stationery	First Aid	Insurance	Company Set-up
January	Bank		£1,752.92		£0.00	£94.80	£68.87				£1,300.75					£288.50	
	Cash	£2,270.47	£673.89	-£156.34	£510.84			£24.07	£15.57	£0.00		£58.86	£23.96	£36.59	£4.00		
February	Bank		£2,321.87		£0.00	£94.80	£31.09				£2,155.98						£40.00
	Cash	£2,758.28	£594.12	-£157.71	£550.38			£13.77	£0.00	£6.08		£13.77	£0.00	£10.12	£0.00		
March	Bank		£0.00		£0.00	£0.00	£0.00				£0.00						
	Cash	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00		
April	Bank		£0.00														
	Cash		£0.00	£0.00													
May	Bank		£0.00														
	Cash		£0.00	£0.00													
June	Bank		£0.00														
	Cash		£0.00	£0.00													
July	Bank		£0.00														
	Cash		£0.00	£0.00													
August	Bank		£0.00														
	Cash		£0.00	£0.00													
September	Bank		£0.00														
	Cash		£0.00	£0.00													
October	Bank		£0.00														
	Cash		£0.00	£0.00													
November	Bank		£0.00														
	Cash		£0.00	£0.00													
December	Bank		£0.00														
	Cash		£0.00	£0.00													
		£5,028.75	£5,342.80		£1,061.22	£189.60	£99.96	£37.84	£15.57	£6.08	£3,456.73	£72.63	£23.96	£46.71	£4.00	£288.50	£40.00

Opening Stock 14/01/14	£0.00
Gross Profit/Loss to Date	£3,677.97
Closing Stock 31/12/14	
Net Profit/Loss to Date	-£314.05

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	£56,964.85				-£10,964.85	123.84
LTC Contribution		£23,500.00	£23,500.00				£0.00	100.00
Bursary Fund		£1,000.00	£205.88				£794.12	20.59
Cory Grant		£4,558.00	£4,408.00				£150.00	96.71
	£0.00	£75,058.00	£85,078.73	£0.00	£0.00	£0.00	-£10,020.73	113.35
Friends Fund Raising*	£2,088.94		£1,405.68		£3,380.81		£113.81	96.74
Elsie's Place C.I.C.				£1,700.00	£1,700.00		-£1,700.00	
Rates				£7,800.00	£7,623.00		£177.00	97.73
Gas				£3,000.00	£4,583.83		-£1,583.83	152.79
Electric				£3,500.00	£6,388.55		-£2,888.55	182.53
Water				£1,000.00	£1,615.50		-£615.50	161.55
Catering			£312.56	£200.00	£757.12		-£244.56	147.71
Communications				£2,000.00	£1,039.39		£960.61	51.97
Cleaning				£4,000.00	£709.47		£3,290.53	17.74
Waste Removal Washroom Serv.				£2,800.00	£3,069.50		-£269.50	109.63
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				£1,500.00	£701.53		£798.47	46.77
Internal Maintenance				£11,000.00	£10,981.76		£18.24	99.83
External Maintenance				£7,500.00	£0.00		£7,500.00	0.00
Miscellaneous				£2,000.00	£1,032.54		£967.46	51.63
Licences				£650.00	£145.50		£504.50	22.38
IT				£1,000.00	£56.25		£943.75	5.63
Contingencies				£5,500.00	£0.00		£5,500.00	0.00
Salaries / Payroll				£90,387.13	£73,870.84		£16,516.29	81.73
Admin Services				£600.00	£0.00		£600.00	0.00
Equipment & Fittings	£8,159.31			£1,000.00	£5,807.31		£3,352.00	63.40
Totals	£8,159.31	£75,058.00	£85,078.73	£149,437.13	£122,152.81	£0.00	£35,756.19	81.74
* Accounted for Separately					Net Spend Less Salaries		-£36,796.76	
					Net Spend		£37,074.08	

SET-UP Budget

	Budget 2012/13	Exp. Budget	Committed	Spend	Sub-Total	Balance	% Used
Professional Services	£950.00	£1,000.00		£1,337.00	£1,337.00	£613.00	68.56
Furniture, Fixtures & Fittings	£1,824.17			£2,152.16	£2,152.16	-£327.99	117.98
Miscellaneous Equipment	£5,385.14			£2,318.15	£2,318.15	£3,066.99	43.05
Total	£8,159.31	£1,000.00	£0.00	£5,807.31	£5,807.31	£3,352.00	71.17

Leigh Community Centre Cash Flow 2012 - 14

	Month	Invoiced Income	Total Received Income	LTC Revenue Contribution	Total Expenditure	Difference
Set-Up Budget	Aug-12	£0.00	£0.00	£1,312.50	£18,046.90	-£16,734.40
	Sep-12	£0.00	£0.00	£1,312.50	£8,834.63	-£7,522.13
	Oct-12	£3,800.07	£843.65	£1,312.50	£7,983.50	-£5,827.35
	Nov-12	£3,175.57	£5,873.75	£1,312.50	£14,538.07	-£7,351.82
	Dec-12	£5,610.82	£2,292.98	£1,312.50	£13,521.56	-£9,916.08
	Jan-13	£1,764.17	£3,140.72	£1,312.50	£11,496.85	-£7,043.63
	Feb-13	£359.40	£3,169.51	£1,312.50	£10,688.30	-£6,206.29
	Mar-13	£9,009.42	£10,554.28	£1,312.50	£16,881.53	-£5,014.75
	Apr-13	£8,485.47	£1,577.94	£1,958.33	£14,154.71	-£10,618.44
	May-13	£5,115.71	£6,210.56	£1,958.33	£18,814.15	-£10,645.26
	Jun-13	£1,698.10	£1,325.01	£1,958.33	£9,632.82	-£6,349.48
	Jul-13	£7,536.48	£10,381.22	£1,958.33	£12,495.25	-£155.70
	Aug-13	£3,893.73	£5,040.27	£1,958.33	£8,515.51	-£1,516.91
	Sep-13	£5,849.48	£8,577.68	£1,958.33	£10,872.80	-£336.79
	Oct-13	£6,730.54	£7,462.20	£1,958.33	£11,178.93	-£1,758.40
	Nov-13	£4,945.07	£6,067.27	£1,958.33	£11,753.43	-£3,727.83
	Dec-13	£3,510.93	£4,785.96	£1,958.33	£11,279.18	-£4,534.89
	Jan-14	£12,519.81	£7,022.15	£1,958.33	£16,201.78	-£7,221.30
	Feb-14	£8,974.42	£6,953.12	£1,958.33	£2,583.93	£6,327.52
			£92,979.19	£91,278.27	£28,124.97	£229,473.83
Total I&E 2012/13		£23,719.45	£25,874.89	£10,500.00	£101,991.34	-£65,616.45
Total I&E 2013/14		£69,259.74	£65,403.38	£21,541.63	£127,482.49	-£40,537.48

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 169.65% of the predicted income and 33.02% 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	£6,730.54	£2,552.21
Nov-13	£1,608.33	£2,570.00	£4,178.33	£4,945.07	£766.74
Dec-13	£1,608.33	£2,570.00	£4,178.33	£3,510.93	-£667.40
Jan-14	£1,608.33	£2,570.00	£4,178.33	£12,519.81	£8,341.48
Feb-14	£1,608.33	£2,570.00	£4,178.33	£8,974.42	£4,796.09
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	£42,530.15	£17,460.17