

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



30th April 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 7th May 2014** in Room 6, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.30pm.

Tea and Coffee will be served at 7.15pm prior to the meeting.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. TO APPROVE THE MINUTES OF THE MEETING OF 2nd APRIL 2014
4. DECLARATION OF MEMBERS' INTERESTS
5. MEMBERSHIP OF COMMITTEE

To **RECOMMEND** to Council that the Community Centre Manager is appointed as a co-opted non-voting member of the committee under Standing Order TR1 (d)

6. USE OF EXTERNAL SPACE BY ELSIE'S PLACE

Request for use of external space to the back of the building for tables and chairs (Joe Overfield to present the proposals to the Committee)

7. COMMUNITY CENTRE MANAGER'S REPORT – This report will be on those items, where relevant, as previously identified by the Committee. Report 2357/RC (Appendix 1)
8. FORMATION OF LCC DEVELOPMENT WORKING PARTY – Report 2354/RH (Appendix 2)

Formation of Working Party to work alongside Officers to implement the previous resolutions on development – October 2013, Minute 42.2 and December 2013, Minute 77

9. FAÇADE QUOTES – (Confidential Appendix 1) – To Follow

In accordance with the previous resolution of this committee quotations for the refurbishment of the facade are given in Confidential Appendix 1.

RECOMMENDATION

That the lowest quote is accepted and the work proceeded with.

10. BURSARY FUND APPLICATIONS
11. ELSIE'S PLACE CIC FINANCIAL STATEMENT – Report 2355/PB (Appendix 3)
12. BUDGET REPORT – Report 2356/LCC – (Appendix 4)

13. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

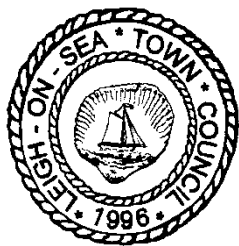
That in view of the confidential nature of the business to be transacted in item 14 the public and press be temporarily excluded and they are instructed to withdraw (SO.1(c)) - (Staffing)

14. CHANGES TO STAFF CONTRACTED HOURS (Confidential Appendix 2)



Paul Beckerson
Town Clerk
30th April 2014

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



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Report 2357/RC

COMMUNITY CENTRE MANAGER'S REPORT

1. Marketing and promotion

Since starting on 1 April the following digital assets have been created on behalf of the Community Centre:

- Twitter Account – with over 70 followers and a high rate of retweeting of post and favouriting
- Facebook Account
- Pinterest Boards

Traditional platforms have not been ignored and contact has been made with The Leigh Times and The Evening Echo to ensure future working harmony. As the Echo is to have a new dedicated reporter from 12 May, the meeting will happen after this date.

2. Staffing

Please see separate report.

3. Volunteers

We are working on a couple of projects for the volunteers, including:

- Fire Drill Simulation on a Sunday afternoon
- Support for the British Legion Coffee event in October
- Proposed December Concert by the musical groups who use the Community Centre

I have also met with our gardener who maintains the troughs outside the Community Centre and thanked him for his sterling work.

4. Liaison with other organisations and partners

I have now had one to one meetings with the vast majority of our regular clients to assess how they feel we are performing and how we can improve our service delivery. These conversations were very positive and it was good to note that every user mentioned the quality of our caretaking team, together with the level of service that they receive from Sue Marx, Helen Symons and the café. There were no major concerns, however a number of users did ask about the lease as they wish to factor it into their future plans.

I have also met with most of the members of the Committee which has been very useful. Targeted marketing has emerged as the dominant trend in member's minds and I am working on a plan to ensure that this will be addressed going forward.

Following on from the Annual Town Meeting I will be contacting Committee members to complete our Vision Paper, feedback from the meeting was positive with visitors commenting on the condition of the building but being concerned about the lease length.

5. Building maintenance

We are looking at methods to control the pigeon infestation, this issue has a major impact on the building maintenance through the detritus left by the pigeons, which affects drains and causes flooding in a number of areas in the building.

The issues around the façade infrastructure are dealt with separately on the main agenda.

6. Health and Safety

I have undertaken the HSE checklist assessment with the caretaking staff which has thrown up a number of minor issues which are being addressed and remedied.

Our major issue is the lack of disabled access to the lower hall through the main entrance due to the lift not working properly, it will be replaced by a dog leg ramp and the sale of the lift will defray some of the costs. It is anticipated that this construction will be undertaken in-house to keep costs to a minimum.

I have had an initial meeting with Paul Beckerson and ELAS, an integrated HR and H&S consultancy. I will be having a further meeting with them, to discuss our needs in more depth and will do this with a member of the caretaking staff. No commitment has been made to use their services until I can assure myself of their value.

7. Business development

Our repeat business continues to strengthen with groups booking for longer periods and returning on a regular cycle. We have a steady stream of children's parties, mostly through word of mouth and user experience; these are useful fillers and often over fallow periods during the day.

There is also an increase in educational and creative classes, often as a result of pruning by SACC together with location and building accessibility.

We have a noticeable gap in our Friday evening usage and I have been in discussions with Neil Harding to address this but this will be contingent on improving the acoustic insulation in the Lower Hall.

In order to improve our wedding provision, we will be working with local businesses to create wedding pack which will be given to each prospective couple to remind them that their event can also support local businesses.

As a number of the local halls have religious nature, I have delayed approaching them until after Easter and am in the process determining a date for our first meeting.

We have formalised arrangements with Elsie's Kitchen to utilise the kitchen more efficiently during their out of hours to service our larger events in the Lower Hall.

We will be looking at innovative schemes to address the Summer slump and am canvassing teaching staff with a view to running either a Summer school week or series of sessions for children to have fun and give parents a break.

9. Matters arising

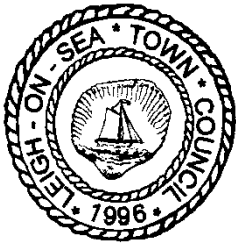
Following on from the last meeting, I have met with Jo from Elsie's Café and it has been agreed that the notices which had caused some concerns would be removed once a lock had been fitted to the bar to deter members of the public from accessing the area behind the bar. This work is currently in progress.

10. Feedback and Impact on the Community

Nothing further to report.

11. Bookings and budget (this to be based on invoiced bookings)

Please see separate agenda item.



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Report 2354/RH

LCC Development Working Party

Suggested remit

Working alongside the Community Centre Manager and Town Clerk, the LCC Development Working Party is delegated to carry out the following:-

- A) formulate a strategy for the future operation of the Leigh Community Centre with a view to seeking a significant extension to the lease in conjunction with the outcome of the external review and consultation□
- B) To formulate a revised business plan,

The business plan shall include, amongst other things,
 - 1. The identification of current and future uses
 - 2. The establishment of required changes/improvements to the existing building
 - 3. A financial viability study (operational/capital)
 - 4. The identification of sources of finance (grant/donation/s106/precept)
 - 5. An assessment of the social impact of the project
 - 6. The establishment of a time scale.
- C) To carry out any necessary consultation, including the use of professional advisors (subject to financial approval by the LCCC).
- D) To report regularly to the committee and present their findings to the LCC Committee and Council for approval.

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	Advertising
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		£2,419.47		£0.00	£94.80	£31.09				£2,155.98	£97.60					£40.00	
	Cash	£2,827.28	£768.58	-£360.77	£713.36			£13.77	£0.00	£12.58		£13.77	£0.00	£15.10	£0.00			
March	Bank		£2,666.83		£0.00	£94.80	£85.51				£2,410.97	£75.55						
	Cash	£3,246.62	£892.91	-£313.12	£769.80			£24.76	£4.94	£3.97		£58.95	£2.00	£19.49	£0.00			
April	Bank		£2,764.79		£51.57	£94.80	£96.82				£2,380.00	£0.00						£141.60
	Cash	£3,693.76	£957.68	-£28.71	£912.15			£14.25	£0.00	£1.50		£14.56	£9.98	£5.24	£0.00			
May	Bank		£16.78		£0.00	£0.00	£0.00				£0.00	£16.78						
	Cash	£961.27	£207.70	£736.79	£138.13			£17.33	£0.00	£47.25		£0.00	£4.99	£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														
		£12,999.40	£13,121.55	-£122.15	£3,095.85	£379.20	£282.29	£94.18	£20.51	£65.30	£8,247.70	£336.07	£40.93	£76.42	£4.00	£288.50	£40.00	£141.60

Opening Stock 14/01/14		£0.00	
Gross Profit/Loss to Date	£9,242.06	71.10%	
Closing Stock 31/12/14			
Net Profit/Loss to Date	£28.45	0.22%	£806.17
			£834.62 Profit & Loss without One Off Costs

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	£70,635.71				-£24,635.71	153.56
LTC Contribution		£23,500.00	£23,500.00				£0.00	100.00
Bursary Fund		£1,000.00	£329.41				£670.59	32.94
Cory Grant		£4,558.00	£4,408.00				£150.00	96.71
	£0.00	£75,058.00	£98,873.12	£0.00	£0.00	£0.00	-£23,815.12	131.73
Friends Fund Raising*	£2,088.94		£1,618.04		£3,380.81		£326.17	91.20
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	£6,609.30		-£3,609.30	220.31
Electric				£3,500.00	£7,010.08		-£3,510.08	200.29
Water				£1,000.00	£1,615.50		-£615.50	161.55
Catering			£876.37	£200.00	£1,090.48		-£14.11	101.31
Communications				£2,000.00	£1,095.40		£904.60	54.77
Cleaning				£4,000.00	£878.73		£3,121.27	21.97
Waste Removal Washroom Serv.				£2,800.00	£3,166.34		-£366.34	113.08
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	£1,110.56		£389.44	74.04
Internal Maintenance				£13,000.00	£13,245.91		-£245.91	101.89
External Maintenance				£7,500.00	£975.00		£6,525.00	13.00
Miscellaneous				£2,000.00	£1,071.75		£928.25	53.59
Licences				£650.00	£145.50		£504.50	22.38
IT				£1,000.00	£56.25		£943.75	5.63
Contingencies				£3,300.00	£0.00		£3,300.00	0.00
Salaries / Payroll				£90,387.13	£86,882.06		£3,505.07	96.12
Admin Services				£600.00	£0.00		£600.00	0.00
Equipment & Fittings	£8,159.31			£1,000.00	£7,460.63		£1,698.68	81.45
Totals	£8,159.31	£75,058.00	£98,873.12	£149,237.13	£143,807.21	£0.00	£14,465.60	96.36

* Accounted for Separately

Net Spend Less Salaries

-£41,947.97

Net Spend

£44,934.09

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			£3,509.41	£3,509.41	-£1,685.24	192.38
Miscellaneous Equipment	£5,385.14			£2,614.22	£2,614.22	£2,770.92	48.55
Total	£8,159.31	£1,000.00	£0.00	£7,460.63	£7,460.63	£1,698.68	91.44

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	£8,845.53	£10,505.03	£1,958.33	£10,075.28	£2,388.08
	Mar-14	£7,359.73	£9,393.62	£1,958.33	£14,246.18	-£2,894.23
	Apr-14	£6,002.02		£1,958.33		
		£106,212.05	£104,223.80	£33,999.96	£251,211.36	-£112,987.60
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		£82,492.60	£78,348.91	£25,458.29	£149,220.02	-£47,371.15

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 166.82% of the predicted income and ██████% 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	£8,845.53	£4,677.20
Mar-14	£1,608.33	£2,570.00	£4,178.33	£7,359.73	£3,181.40
Apr-14	£1,608.33	£2,570.00	£4,178.33	£6,002.02	£1,823.69
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	£55,763.01	£22,336.37