



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 Richard Herbert
Vice Chairman: Cllr Syrie Cox
Town Clerk: Paul Beckerson



29th May 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 4th June 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. ELECTION OF VICE CHAIRMAN
3. APOLOGIES FOR ABSENCE
4. TO APPROVE THE MINUTES OF THE MEETINGS OF 7th and 14th MAY 2014
5. DECLARATION OF MEMBERS' INTERESTS
6. COMMUNITY CENTRE MANAGER'S REPORT – This report will be on those items, where relevant, as previously identified by the Committee. Report 2366/RC (Appendix 1)
7. TO APPROVE PURCHASE OF PA EQUIPMENT WITH SOUND LIMITING COMPRESSOR – Refer to LCCWP Meeting 9th October 2012 Minute 51 and F&GPC 6th November 2012 Minute 93

Complete PA System



This kit is suitable for schools & touring performers etc. It comes ready made in a flight case with wheels for easy transportation. The kit comprises a mixer (with effects), digital amp, twin CD player (which will play MP3 file CDs), radio mic, speakers, stands & all necessary cables. Easy to use and set up, with plenty of inputs so additional equipment can be added if needed. Includes: 1

x JB Systems Handheld Radio Mic WMS-12 x Speaker Cables CS070-061 x 3U Rack Drawer RD3U1 x SYNQ PA Mixer SMP12222 x XLR-XLR Cables CL000-0152 x 12" Cobra Speakers CFR121 x JB Systems Dual CD/MP3 Player MCD2-22 x High Grade Speaker Stands SS-582 x 2 Mono Jack - 2 Phono Cable CL080-0152 x AA Batteries BTDU-AA1 x XLR-XLR Cable CL000-012 x 2U Vent Panel F1171 x Rack Case With 10U Top & 12U Bottom FC69H1 x JB digital amp AMP4001 x 19" Rack For For JB Systems Microphone RP-WMIC

£1,398

Synq Compressor Limiter £138

Room 4 fixed installation.

2 No. Cobra Acoustic Speakers 200W @ £119 - £238

2 No. Cobra Speaker Wall Brackets @ £14.95 - £29.90

8. ELSIE'S PLACE LICENCE - APPROVAL OF EXTENSION OF TERM AND AMENDMENTS (Appendix 2)
9. ELSIE'S PLACE CIC FINANCIAL STATEMENT – Report 2367/PB (Appendix 3)
10. BUDGET REPORT – Report 2368/LCC (Expenditure Only) – (Appendix 4)



Paul Beckerson
Town Clerk
29th May 2014

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



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Report 2366/RC

COMMUNITY CENTRE MANAGER'S REPORT

1. Marketing and promotion

Twitter following is gathering momentum, with a good mix of business and individual following and retweeting.

2. Staffing

A meeting has been held with the caretakers to discuss smarter ways of working, taking on board their comments about how we can improve our service and how to improve our internal organisation. We will be holding these meetings every couple of months in order to address issues in a timely fashion.

3. Volunteers

The Knitting Circle has agreed to support the WW1 memorial weekend (2 – 3 August 2014).

4. Liaison with other organisations and partners

5. Building maintenance

Work on the façade begins on 5 June with scaffolding assembly, actual work begins on 9 June. Users of the Centre have been informed of this work.

Two external taps have been fitted at the side and back of the building.

The piano in the Lower Hall has been retuned, the tuner was highly complementary about the tone of the instrument. In view of this, I am going to explore the possibility of some classical concerts in the Lower Hall.

6. Health and Safety

A further meeting has taken place with ELAS, we are awaiting a quotation for services but as yet, no commitment has been made.

7. Business development

In the last report, it was mentioned that SACC were reducing classes, however they have now approached us to run another set of classes for Staying Steady over the Summer period as demand is outstripping supply. These classes specialise in exercises for post-stroke patients and answers to a strong need within our local demographic.

9. Matters arising

Nothing to report.

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.

This report is somewhat shorter than usual due to holiday coverage, however this period has given me a good chance to get to grips with the day to day workings of the centre which will inform my actions as we move forward.



at the heart of the community

71-73 Elm Road, Leigh-on-Sea Essex SS9 1SP Telephone: 01702 477248
enquiries@leighcommunitycentre.com www.leighcommunitycentre.com

Managed by Leigh-on-Sea Town Council

LICENCE TO PROVIDE CAFETERIA IN THE LEIGH COMMUNITY CENTRE

1.0	Particulars	
1.1	The Operator	Leigh-on-Sea Town Council of 71 -73 Elm Road Leigh on Sea Essex SS9 1SP
1.2	The Licensee	Elsie's Place C.I.C.
1.3	The Centre	The Leigh Community Centre 71 -73 Elm Road Leigh on Sea Essex SS9 1SP
1.4	The Plan	The plan annexed hereto
1.5	The Servery Area	The area on the Plan described as cafeteria / bar and the kitchen and shown edged red on the Plan
1.6	The Property	The Servery Area and The Foyer Area
1.7	The Foyer Area	The area on the Plan edged in green
1.8	Term	12 months,

2.0 DEFINITIONS

2.1 The terms defined in this clause and in the Particulars shall for all purposes of this licence have the meanings specified.

2.2 “Financial Statement” means the financial statement prepared by the Licensee showing all income and expenditure for the period from the first of the month to the end of the month in each preceding month of the Term and issued to the Operator no later than the end of the month following that which the Financial Statement covers.

2.3 “Insurance” means cover for equipment and stock owned by the Licensee and any third party liability regarding the Operator’s property and employers’ and public liability.

2.4 “Use” means use of the Servery Area as a cafeteria with ancillary kitchen and whilst the Servery Area is in use by the Licensee the Foyer Area shall be used as a children’s play area provided such use is not exclusive and is freely available to other users of the Centre.

2.5 “Proposal” is the proposal (specifically the items outlined in the Financial / Business model presented by the Licensee to the Operator on the 19th November 2013 to the Cafeteria Working Party and as further agreed by the Leigh Community Centre Committee on 4th December 2013 Minute 72 and as amended by Council on 11th December 2013 Minute 74(d).

2.6 “Terms” are the items agreed at the Leigh Community Centre Committee of the 2nd January 2014 and 4th June 2014.

2.7 “Services” are the utilities including but not limited to gas, electric and water used in the operation of The Property.

3. LICENCE

3.1 The Operator hereby grants the Licensee licence to conduct the Use in the Property

3.2 This Licensee shall not create a tenancy or such other interest in the Property

3.3 The Licensee shall be cognisant of Health and Safety and other requirements of the Leigh Community Centre and encouraged to assist in the case of an emergency.

4.0 TERM OF LICENCE

4.1 The Term of the Licence shall be for a period of 12 months commencing on the 6th January 2014 and extendable for a further 6 months by mutual agreement.

4.2 Forthwith upon the expiry or determination of this Licence the Licensee shall deliver up to the Operator the Property with vacant possession

5.0 FINANCIAL

5.1 The licence fee (“the Licence Fee”) payable to the Operator shall be 50% of the surplus made by the Licensee in operating the Property as set out in the Financial Statement after the Operator’s loan has been repaid in full.

5.2 The Licensee shall provide to the Operator a Financial Statement as set out in clause 2.2, and any monies due to the Operator shall be paid to the Operator by the end of the month following receipt of the Financial Statement.

6.0 LICENSEE’S EQUIPMENT AND STOCK

6.1 All cafeteria services and stock will be provided by the Licensee who will be responsible for any insurance cover and security.

7.0 DECORATION OF CAFETERIA AND BAR AREA

7.1 The existing servery and bar shall not be redecorated or altered in any way without the prior agreement of the Operator.

7.2 All Licensee decorated areas shall be maintained at the expense of the Licensee for the duration of the Licence and on termination shall be left in good decorative order subject to due wear and tear.

7.3 All items brought by the Licensee into the Centre must fit the ethos of the Operator and must comply with all H&S and other requirements.

8.0 FOYER AREA

8.1 When the Licensee is not operating the Servery Area the Foyer Area will be left clear to enable the Operator to use the area for other purposes if required and for the avoidance of doubt the Licensee may not use the Foyer Area unless the Servery Area is being operated at the same time or without the agreement of the Community Centre Manager.

9.0 USE OF SERVERY AREA AND HOURS OF OPERATION

9.1 The Licensee shall make no charge to the users of the Property for entry thereto and further other users of the Centre shall have access to the Servery Area provided such use does not impede the Licensee's operation and the Licensee shall not charge or issue tickets for such use unless appropriate fees have been paid and with the Operator's agreement.

9.2 When the Licensee is not operating the Servery Area the Operator shall have use of the Servery Area including use of the Licensee's tables and chairs but not its catering equipment or stock. (When the Operator is using the area it shall abide by the agreed terms and conditions set by the Licensee and mutually agreed with Operator).

9.3 The Licensee shall not have exclusive use of the Property if the Lower Hall is in use or it would affect room bookings in Room 7 or 9.

9.4 The Licensee's opening hours shall be flexible and respond to demand providing that staff are available.

9.5 The Licensee must at its own cost and to the entire satisfaction of the Operator make good any damage caused to any part of the Centre in the exercise of the rights conferred by this Licence

9.6 The Licensee must keep the Property clean and tidy and not place on the Property or the Centre anything that would constitute an obstruction or a risk to the health and safety of anyone working or visiting the Centre

9.7 When the Operator is using the Property it must keep it clean and tidy in order for the Licensee to operate on a daily basis.

9.8 The Licensee shall comply with all legislation relating to the Property and to the health and safety of persons working or visiting the Centre and with all regulations made by the Operator for the management and operation of the Centre

10.0 USE OF PROPERTY BY OUTSIDE CATERERS

10.1 The Operator shall give preference to the Licensee when hirers request catering and food services.

10.2 When the services of an outside caterer are brought in by a hirer and they use the Servery Area, the Operator shall pay a mutually agreed amount to the Licensee to cover any extra hours required in supervising the outside caterer and cleaning required. The Operator shall also indemnify the Licensee for any breakage or loss resulting from such use.

11.0 INSURANCE

11.1 The Licensee shall be responsible for all insurance as applicable to its operation.

12.0 SERVICES

12.1 The Operator shall be responsible for meeting the costs of all Services.

13.0 ASSIGNMENT OR SHARING

13.1 This Licence is personal to the Licensee and the Licensee must not assign or purport to assign or deal with it in any other way and must not share or allow any other person to use or trade from the Property

14.0 INDEMNITY

14.1 The Licensee must indemnify and keep the Operator indemnified against all liability arising directly or indirectly from the location and use of the Property and any breach of the Licensee's obligations under this licence

15.0 SERVICE OF NOTICES

15.1 Any notice will be properly served if delivered personally to the recipient or in the case of the Licensee left at the Property

16.0 DAMAGE FROM SERVICES

16.1 The Operator will not be liable to the Licensee or any person for any damage or liability caused by any stoppage or defect in any plant or machinery or any interruption to the Services or utilities serving the Centre or the Property that is beyond the Licensor's reasonable control

17.0 THIRD PARTIES

17.1 Nothing in this Licence is intended to confer any right of any person pursuant to the Contracts (Rights of Third Parties) Act 1999

SIGNED by _____)

On behalf of the Operator

SIGNED by _____)

On behalf of the Licensee

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		£2,571.32		£0.00	£94.80	£0.00				£2,330.60	£16.78	£33.68					£20.00
	Cash	£3,358.40	£876.57	-£89.49	£649.15			£27.64	£0.00	£134.75		£55.04	£4.99	£5.00	£0.00			
June	Bank		£0.00		£0.00	£0.00	£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			
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														
		£15,396.53	£16,344.96	-£948.43	£3,606.87	£474.00	£282.29	£104.49	£20.51	£228.26	£10,578.30	£391.11	£74.61	£81.42	£4.00	£288.50	£40.00	£161.60

Opening Stock 14/01/14		£0.00
Gross Profit/Loss to Date	£11,033.37	71.66%
Closing Stock 31/12/14		
Net Profit/Loss to Date	-£777.83	-5.05%
	£1,109.47	£331.64 Profit & Loss without One Off Costs

Budget 2014/15	B/F 2013/14	Income Budget	Income to Date	Expenditure Budget	Spent to Date	Committed	Balance	% Spent
Hiring Income		£70,000.00	£0.00				£70,000.00	0.00
LTC Contribution		£23,500.00	£0.00				£23,500.00	0.00
Bursary Fund		£1,000.00	£0.00				£1,000.00	0.00
	£0.00	£94,500.00	£0.00	£0.00	£0.00	£0.00	£94,500.00	0.00
Friends Fund Raising*	£1.62		£0.00		£0.00		£1.62	0.00
Elsie's Place C.I.C.	£1,700.00			£0.00			£1,700.00	
Rates				£7,800.00	£1,555.00		£6,245.00	19.94
Gas				£7,500.00	£821.62		£6,678.38	10.95
Electric				£5,500.00	£494.45		£5,005.55	8.99
Water				£1,200.00	£0.00		£1,200.00	0.00
Catering			£0.00	£0.00	£295.61		-£295.61	
Communications				£2,000.00	£173.45		£1,826.55	8.67
Cleaning				£900.00	£110.59		£789.41	12.29
Waste Removal Washroom Serv.				£3,000.00	£275.40		£2,724.60	9.18
Janitorial Costs				£0.00	£0.00		£0.00	
Insurance				£2,800.00	£0.00		£2,800.00	0.00
Advertising				£2,500.00	£0.00		£2,500.00	0.00
Security / Alarms				£1,000.00	£775.59		£224.41	77.56
Internal Maintenance				£14,000.00	£386.02		£13,613.98	2.76
External Maintenance				£7,500.00	£45.04		£7,454.96	0.60
Miscellaneous				£2,000.00	£68.43		£1,931.57	3.42
Licences				£1,000.00	£446.58		£553.42	44.66
IT				£1,600.00	£0.00		£1,600.00	0.00
Contingencies				£4,500.00	£0.00		£4,500.00	0.00
Salaries / Payroll				£95,390.33	£936.15		£94,454.18	0.98
Community Centre EMR	£14,465.60			£0.00			£14,465.60	0.00
Equipment & Fittings EMR	£698.68			£0.00	£0.00		£698.68	0.00
Totals	£15,164.28	£94,500.00	£0.00	£160,190.33	£6,383.93	£0.00	£168,970.68	3.99

* Accounted for Separately

Net Spend Less Salaries
Net Spend

£5,447.78
£6,383.93

£50,526.05

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	£5,148.99	-£3,190.66
	May-14	£8,382.03		£1,958.33	£1,232.43	£725.90
		£114,742.22	£104,223.80	£37,916.62	£257,592.78	-£115,452.36
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		£76,490.58	£78,348.91	£23,499.96	£149,220.02	-£47,371.15
Total I&E 2014/15		£14,532.19		£3,916.66	£6,381.42	-£2,464.76

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 170.97% 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	£6,150.06	£1,971.73
May-14	£1,608.33	£2,570.00	£4,178.33	£8,382.03	£4,203.70
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	£64,293.08	£26,688.11