



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



28th August 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 3rd September 2014** 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 2nd JULY 2014
4. DECLARATION OF MEMBERS' INTERESTS
5. COMMUNITY CENTRE MANAGER'S REPORT – This report will be on those items, where relevant, as previously identified by the Committee. Report 2401/RC (Appendix 1)

The Committee is asked to note the report, and agree the following **RECOMMENDATION**:

It is recommended that the request is taken to F&GP with costs to be split for the purchase of a generator (half being taken from the LCC Equipment Budget and half from Reserves). 3.4KVA - £498.00 115v/230v

6. BUSARY APPLICATIONS (Appendix 2)

The Committee is asked to consider **approval** of the applications funded by the Bursary Fund – Balance is standing at £608 + £1,000 Lions:

- 1) Southend PIER Mentoring – Cost of £225.54
 - 2) Leigh Road Traders' Association – Cost of £123.60 – 6 Sessions over 6 months
 - 3) The Lady McAdden Breast Cancer Trust – Cost £51.15 one session
7. ELSIE'S PLACE CIC FINANCIAL STATEMENT – Report 2399/PB (Appendix 3)
 8. BUDGET REPORT – Report 2398/LCC – (Appendix 4)
 9. 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 10 the public and press be temporarily excluded and they are instructed to withdraw (SO.1(c)) - (contractual)

10. TO DEFINE PARAMETERS AND LEVEL OF FINANCIAL SUPPORT FOR LCC CAFETERIA OPERATION – Report 2402/PB (Confidential Appendix 1)

The Committee is requested to consider and approve the **RECOMMENDATIONS** outlined in the report.



Paul Beckerson
Town Clerk
28th August 2014

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



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Report 2401/RC

COMMUNITY CENTRE MANAGER'S REPORT

1. Marketing and promotion

Along with a number of Councillors and Officers, I attended the launch of leighonseacom. They are keen to support the Community Centre and the Council in publicising events and other initiatives.

2. Staffing

Rob Ambridge, part-time caretaker resigned with immediate effect on 18 July 2012. A replacement has been appointed, Steve Silver who has been our ad-hoc cover. A new ad-hoc cover is being sought.

3. Volunteers

Fire and Folk – A successful fundraising evening was held on 9 August, supported by the Leigh Lions and in excess of £250 were generated. As suggested by this Committee tickets were offered to volunteers who had made a real effort towards the Community Centre in the past year; this offering was well received

Southend Youth Orchestra have now committed to a fortnightly rehearsal schedule at the Community Centre following a highly successful concert on 19 August. Their conductor has offered to put on a concert of light music in aid of the Friends of the Community Centre because they were made so welcome. We anticipate taking up this offer in Spring 2015.

The Cockleshell Chorus also held a concert here on Friday 18 August and have also offered a donation to the Friends fund in recognition of their use of the Community Centre for the past two plus years.

NA who used the Centre for their regional meeting has similarly made a donation to the Friends Fund to thank the Centre for their hospitality.

4. Liaison with other organisations and partners

I have been having preliminary conversations with some of the groups who use the centre about holding two "knowledge fairs" for residents. I envisage a morning for the over 60s including services which they may not be aware of; it would be a very broad church of groups from the emergency services, utilities, stroke, heart, dementia, Councillors. I have spoken to members of the U3A and to SAVs, who both think that this would be a good idea. The other group would be our young mums and Blenheim Sure Start Centre together with SAVs are also keen to be involved. I envisage a Tuesday morning using the Lower Hall, with a number of organisations taking a table with the event running from 10:00 am – 1:00pm for each group. I would like to request that four Councillors volunteer to attend, two for each session, which will not only raise profile but also engage with two of the large groups who use the centre.

5. Building maintenance

Work has commenced on the wall in the office, it has been stripped back and repainted. The external blocked drain has been cleared and investigated to see if there were further defects to be addressed.

A schedule of cleaning and repair works has been started at the back of the building, paying particular attention to drains, hoppers and guttering

6. Health and Safety

I attended the Essex Resilience Training with Councillors Herbert, Mulroney and Morgan. From this session it was clear that the Community Centre is ideally sited to provide either a shelter or strategic hub. The presentation served to inform the existing resilience plans showing that our most likely risk would be flooding, either from the river on our Southern Boundary or via the Prittle Brook. Recent rain storms show that flooding to the latter is a potential major risk.

From this session, it would seem sensible to consider the purchase of a generator to mitigate the risk of power cuts during such an event and this could also be used at LTC events. The plan, a living document, is currently being updated through the learning disseminated at this training and will be taken to the appropriate Committee.

Recommendation: I recommend that this request is taken to F&GP with costs to be split for the purchase of a generator. 3.4KVA - £498.00 115v/230v

7. Business development

Links with the NHS – Following on from the success of the SACC Staying Steady Class, the teachers are now offering a further add on class (outside the auspices of SACC) for those who have completed the initial 16 class block. We have been approached by the Breast Cancer Exercise Group who are looking at starting an afternoon session for Parkinson sufferers. We have also been able to introduce a contact from the CCG to the local Buddhist team to work with them on “Wellbeing Sessions.”

We have hosted our first Gay Marriage, it was a quiet event, we received permission to share pictures which resulted in a large number of shares and retweets. Both gentlemen were delighted with the event and are recommending us to others in the LGBT community.

9. Matters arising

Caretakers have been reminded to wear their uniforms and further items of uniform are on order to ensure that this will happen.

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.

Southend PIER Mentoring – request for bursary funding

Southend PIER Mentoring is seeking a bursary grant to fund its two day volunteer training session at the end of September.

Southend PIER Mentoring supports families and young people who are experiencing difficulties in such areas as:-

- Family relationships
- Life and social skills
- Youth crime and anti-social behaviour
- Education
- Employment
- Substance misuse
- Isolation, deprivation and inequality
- Sexual health
- Healthy eating
- Self-esteem and confidence

The support it gives to both adults and young people through its mentoring programme is on a one-to-one basis by volunteers who are members of the local community.

Through its partnership with the Integrated Youth Support Service's Streets Ahead team, it develops projects and encourages community involvement in the most deprived wards in the Borough.

Southend Pier Mentoring would very much like to use the Community Centre as the venue for its weekend training session. The training will enable the mentoring volunteers to deliver effective help, support and guidance to some of the most vulnerable members of our community.

Funds available to Southend Pier Mentoring to deliver this valuable service are very limited and therefore the group is asking the Community Centre Committee to kindly consider their request for financial support by meeting the cost of the two day room hire.

Recommendation: That the cost of room hire for the two day Southend PIER Mentoring volunteer training event is met from the Community Centre Bursary Fund.

Chairman
Leigh Town Council



Jolly Good Time Party Shop
155 Leigh Road
Leigh-on-Sea
Essex SS9 1JF
26th September 2014

Dear Chairman,

The traders of Leigh Road are in the process of forming a community association, but as of yet we don't have a formal organisation or any income. We would like to apply to your bursary fund to hold our first 6 monthly meetings at the community centre using rooms 1, 3, or 5.

Thank you for your attention, and look forward to hearing from you.

Regards
C. Solly
Chris Solly
(Jolly Good Time Party Shop)

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 & Packaging	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	£883.91	-£304.12	£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		£2,767.34		£0.00	£94.80	£0.00			£271.48	£2,330.60	£16.78	£33.68					
	Cash	£4,209.05	£876.57	£565.14	£649.15			£27.64	£0.00	£134.75		£55.04	£4.99	£5.00	£0.00			£20.00
June	Bank		£2,982.35		£32.84	£94.80	£61.83			£85.02	£2,684.04	£0.00	£0.00	£23.82				
	Cash	£3,230.89	£1,017.05	-£768.51	£910.33			£14.74	£0.00	£6.00		£0.00	£0.00	£85.98	£0.00			£0.00
July	Bank		£2,579.11		£67.00	£94.80	£60.82			£0.00	£2,356.49	£0.00	£0.00					
	Cash	£3,925.12	£983.93	£362.08	£939.97			£15.10	£0.00	£0.00		£5.00	£10.00	£13.86	£0.00			
August	Bank		£2,395.00		£0.00	£94.80	£70.31				£2,229.89							
	Cash	£1,770.85	£316.52	-£940.67	£316.52			£0.00	£0.00	£0.00		£0.00	£0.00	£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														
		£25,174.04	£26,805.94	-£1,631.90	£5,873.53	£758.40	£475.25	£134.33	£20.51	£515.30	£17,848.72	£396.11	£84.61	£205.08	£4.00	£288.50	£40.00	£161.60

Opening Stock 14/01/14		£0.00	
Gross Profit/Loss to Date	£18,066.86	71.77%	
Closing Stock 31/12/14			
Net Profit/Loss to Date	-£1,631.90	-6.48%	£1,401.51
			-£230.39 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		£75,000.00	£28,202.95				£46,797.05	37.60
LTC Contribution		£23,500.00	£23,500.00				£0.00	100.00
Bursary Fund		£1,000.00	£392.06				£607.94	39.21
	£0.00	£99,500.00	£52,095.01	£0.00	£0.00	£0.00	£47,404.99	52.36
Friends Fund Raising*	£1.62		£1,059.69		£0.00		£1,061.31	0.00
Elsie's Place C.I.C.	£1,700.00			£0.00			£1,700.00	
Rates				£7,800.00	£3,886.50		£3,913.50	49.83
Gas				£7,500.00	£1,054.20		£6,445.80	14.06
Electric				£5,500.00	£2,426.74		£3,073.26	44.12
Water				£1,200.00	£820.08		£379.92	68.34
Catering			£763.78	£0.00	£672.09		£91.69	
Communications				£2,000.00	£421.93		£1,578.07	21.10
Cleaning				£900.00	£588.70		£311.30	65.41
Waste Removal Washroom Serv.				£3,000.00	£761.87		£2,238.13	25.40
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	£813.64		£186.36	81.36
Internal Maintenance				£10,000.00	£1,462.52		£8,537.48	14.63
External Maintenance				£6,500.00	£311.35		£6,188.65	4.79
Miscellaneous				£2,000.00	£418.15		£1,581.85	20.91
Licences				£1,000.00	£446.58		£553.42	44.66
IT				£1,600.00	£412.35		£1,187.65	25.77
Contingencies				£2,000.00	£0.00		£2,000.00	0.00
Salaries / Payroll				£106,494.52	£35,564.48		£70,930.04	33.40
Community Centre EMR	£13,063.60			£0.00	£12,423.00		£640.60	0.95
Equipment & Fittings	£2,100.68			£2,500.00	£1,943.39		£2,657.29	42.24
Totals	£15,164.28	£99,500.00	£52,095.01	£166,294.52	£64,427.57	£0.00	£117,795.01	38.74

* Accounted for Separately

Net Spend Less Salaries
Net Spend

-£23,231.92
£12,332.56

Leigh Community Centre Cash Flow 2012 - 14

Month	Invoiced Income	Total Received Income	LTC Revenue Contribution	Total Expenditure	Difference
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	£12,297.41	£7,022.15	£1,958.33	£16,201.78	-£7,221.30
Feb-14	£8,795.92	£10,505.03	£1,958.33	£10,075.28	£2,388.08
Mar-14	£7,205.25	£9,393.62	£1,958.33	£14,246.18	-£2,894.23
Apr-14	£6,078.67	£5,420.76	£1,958.33	£11,469.00	£1,958.33
May-14	£8,046.66	£5,415.32	£1,958.33	£10,761.63	-£3,564.94
June-14	£7,596.98	£7,939.57	£1,958.33	£5,935.91	£357.88
July-14	£3,607.25	£7,351.81	£1,958.33	£25,454.60	-£16,144.46
Aug-14	£6,947.73	£4,305.02	£1,958.33	£2,381.55	£3,881.80
	£131,031.37	£134,646.28	£43,791.61	£315,657.42	-£137,209.53
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	£76,064.09	£78,348.91	£23,499.96	£149,220.02	-£47,371.15
Total I&E 2014/15	£31,247.83	£30,432.48	£9,791.65	£64,446.06	-£24,221.93

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 162.77% of the predicted income and 39.16% of the maximum possible income (assuming 3 bookings per room per day (Mon – Sat) 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	£12,297.41	£8,119.08
Feb-14	£1,608.33	£2,570.00	£4,178.33	£8,795.92	£4,617.59
Mar-14	£1,608.33	£2,570.00	£4,178.33	£7,205.25	£3,026.92
Apr-14	£1,608.33	£2,570.00	£4,178.33	£6,078.67	£1,900.34
May-14	£1,608.33	£2,570.00	£4,178.33	£8,046.66	£3,868.33
Jun-14	£1,608.33	£2,570.00	£4,178.33	£7,596.98	£3,418.65
Jul-14	£1,608.33	£2,570.00	£4,178.33	£3,607.25	-£571.08
Aug-14	£1,608.33	£2,570.00	£4,178.33	£6,947.73	£2,769.40
Total	£19,299.96	£30,840.00	£50,139.96	£81,611.79	£31,471.83