

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



25th September 2014

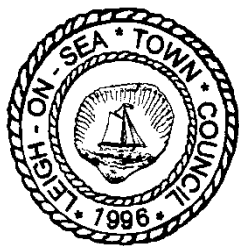
Notice is hereby given that a meeting of the **LEIGH COMMUNITY CENTRE COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Wednesday 1st October 2014** in Room 6, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.30pm.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. TO APPROVE THE MINUTES OF THE MEETING OF 24th SEPTEMBER 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 2415/RC (Appendix 1)
6. ELSIE'S PLACE CIC FINANCIAL STATEMENT – Report 2413/PB (Appendix 2)
7. BUDGET REPORT – Report 2414/LCC – (Appendix 3)

Paul Beckerson
Town Clerk
25th September 2014

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



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Report 2415/RC

COMMUNITY CENTRE MANAGER'S REPORT

1. Marketing and promotion

It is pleasing to note the number of positive references regarding the Community Centre which have recently appeared in the Leigh Times which in turn has generated footfall into the Centre.

2. Staffing

An advertisement for the replacement ad-hoc caretaker has now been placed, deadline is 17 October 2014.

Over the past few weeks, I have received almost daily, written and verbal compliments about the quality of our caretaking team who are using their initiative to solve problems and improve the user experience at the Community Centre.

3. Volunteers

Plans are afoot to celebrate the Centenary of the Community Centre on 8 November, so please keep this evening free in your diaries

4. Liaison with other organisations and partners

Southend Music is to use us as the venue for a new children's choir, utilising the hall during one of our fallow periods in late afternoon on a weekly basis. We are starting to forge a close relationship with Southend Music as they will also be using us for a Singing Day in the spring term – it would be a day's event run by the National Youth Choir of Great Britain, which will be quite high profile.

A community pantomime is taking place over the weekend before Christmas with open auditions being held over last weekend and the coming weekend. Cinderleigh is written and directed by local groups with topical local references and will be suitable for the whole community.

We have been in discussions with White Bus Cinema as to how we can optimise their presence in the Community Centre together with influencing what will be shown in our cinema.

5. Building maintenance

There is an issue with the solenoid in the ground floor door of the lift, although both the engineer and the Community Centre agree that this is the problem it needs to be signed off by the Lift Technician, we await his visit. In the meantime, we are safely able to operate the door manually to ensure that users can fully access the upper floor.

6. Health and Safety

Nothing to report.

7. Business development

We have hosted two wedding ceremonies and receptions in the past month. Both were very successful with each group innovatively decorating the venues – pictures will be available at the meeting. Out of these weddings we have sourced further bookings for both the Lower Hall and Rooms 4/5.

8. Matters arising

As mentioned in my previous report we are still awaiting further contact from Shaun Biggs at the YMCA to arrange a meeting to discuss the website.

Uniforms for staff are due to arrive over this week and next.

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.

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							
	Cash	£2,270.47	£673.89	-£156.34	£510.84											£288.50		
February	Bank		£2,419.47		£0.00	£94.80	£31.09	£24.07	£15.57	£0.00		£58.86	£23.96	£36.59	£4.00			
	Cash	£2,827.28	£768.58	-£360.77	£713.36						£2,155.98						£40.00	
March	Bank		£2,666.83		£0.00	£94.80	£85.51	£13.77	£0.00	£12.58				£13.77	£0.00	£15.10		
	Cash	£3,246.62	£883.91	-£304.12	£769.80						£2,410.97			£75.55				
April	Bank		£2,764.79		£51.57	£94.80	£96.82	£24.76	£4.94	£3.97				£58.95	£2.00	£19.49		
	Cash	£3,693.76	£957.68	-£28.71	£912.15						£2,380.00		£0.00					£141.60
May	Bank		£2,767.34		£0.00	£94.80	£0.00	£14.25	£0.00	£1.50			£14.56	£9.98	£5.24	£0.00		
	Cash	£4,209.05	£876.57	£565.14	£649.15					£271.48	£2,330.60		£16.78	£33.68				£20.00
June	Bank		£2,982.35		£32.84	£94.80	£61.83	£27.64	£0.00	£134.75				£55.04	£4.99	£0.00		
	Cash	£3,230.89	£1,017.05	-£768.51	£910.33					£85.02	£2,684.04		£0.00	£0.00	£23.82			£0.00
July	Bank		£2,579.11		£67.00	£94.80	£60.82	£14.74	£0.00	£6.00				£0.00	£0.00	£85.98		
	Cash	£3,925.12	£983.93	£362.08	£939.97						£2,356.49		£0.00	£0.00				
August	Bank		£2,427.09		£0.00	£94.80	£102.40	£15.10	£0.00	£0.00			£5.00	£10.00	£13.86	£0.00		
	Cash	£2,250.10	£889.07	-£1,066.06	£885.57						£2,229.89							
September	Bank		£2,058.68		£0.00	£94.80	£0.00	£0.00	£3.50	£0.00			£0.00	£0.00	£0.00	£0.00		
	Cash	£2,166.20	£490.65	-£383.13	£486.65						£1,963.88							
October	Bank		£0.00					£1.00	£0.00	£0.00			£0.00	£0.00	£3.00	£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														
		£27,819.49	£29,959.91	-£2,140.42	£6,929.23	£853.20	£507.34	£135.33	£24.01	£515.30	£19,812.60	£396.11	£84.61	£208.08	£4.00	£288.50	£40.00	£161.60

Opening Stock 14/01/14		£0.00	
Gross Profit/Loss to Date	£19,529.72	70.20%	
Closing Stock 31/12/14			
Net Profit/Loss to Date	-£2,140.42	-7.69%	£1,401.51
			-£738.91 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
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	£6,094.61	£5,023.84	£1,958.33	£11,483.00	-£4,500.83
May-14	£7,433.50	£5,127.62	£1,958.33	£10,825.52	-£3,739.57
June-14	£7,100.74	£8,550.17	£1,958.33	£14,301.39	-£3,792.89
July-14	£3,433.59	£8,445.22	£1,958.33	£25,713.42	-£15,309.87
Aug-14	£6,485.24	£3,478.77	£1,958.33	£10,124.50	-£4,687.40
Sep-14	£10,187.26	£4,571.07	£1,958.33	£3,825.14	£2,704.26
	£140,518.48	£139,420.49	£45,749.94	£327,484.33	-£142,313.90
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	£40,734.94	£35,196.69	£11,749.98	£76,272.97	-£29,326.30

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 159.32% of the predicted income and 41.65% 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	£6,094.61	£1,916.28
May-14	£1,608.33	£2,570.00	£4,178.33	£7,433.50	£3,255.17
Jun-14	£1,608.33	£2,570.00	£4,178.33	£7,100.74	£2,922.41
Jul-14	£1,608.33	£2,570.00	£4,178.33	£3,433.59	-£744.74
Aug-14	£1,608.33	£2,570.00	£4,178.33	£6,485.24	£2,306.91
Total	£19,299.96	£30,840.00	£50,139.96	£79,882.18	£29,742.22

INCOME REPORT 2014/15

Period: 1st September 2014 to 31st August 2015

Budgeted income as set by the Council in its Budget Cycle.

Actual invoiced income is 159.32% of the predicted income and 41.65% of the maximum possible income (assuming full utilisation of the building 2014/15)

	Budgeted Income	Actual Invoiced Income	Difference
Sep-14	£6,250.00	£10,187.26	£3,937.26
Oct-14	£6,250.00		-£6,250.00
Nov-14	£6,250.00		-£6,250.00
Dec-14	£6,250.00		-£6,250.00
Jan-15	£6,250.00		-£6,250.00
Feb-15	£6,250.00		-£6,250.00
Mar-15	£6,250.00		-£6,250.00
Apr-15	£6,250.00		-£6,250.00
May-15	£6,250.00		-£6,250.00
Jun-15	£6,250.00		-£6,250.00
Jul-15	£6,250.00		-£6,250.00
Aug-15	£6,250.00		-£6,250.00
Total	£75,000.00	£10,187.26	-£64,812.74