

# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)

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



30<sup>th</sup> October 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 5<sup>th</sup> November 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 1<sup>st</sup> OCTOBER 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 2430/RC (Appendix 1)
6. ELSIE'S PLACE CIC FINANCIAL STATEMENT – Report 2429/PB (Appendix 2)
7. BUDGET REPORT – Report 2426/LCC – (Appendix 3)
8. TO APPROVE VIREMENT FROM CONTINGENCY TO EQUIPMENT & FITTINGS BUDGET – Officer's Report

The Committee is requested to agree the virement of £500 from Contingency to the Equipment and Fittings Budget to fund the replacement of the projector in the Lower Hall.

9. LCC BUDGET FOR 2015/16 – (Appendix 4)
10. 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 11 and 12 the public and press be temporarily excluded and they are instructed to withdraw (SO.3(d)) - (contractual)

11. REPORT BACK OF MEETING WITH SBC REGARDING CONTRACTURAL MATTERS – Confidential Appendix 1 – LCC Manager

The Committee is **requested** to consider the options in the report.

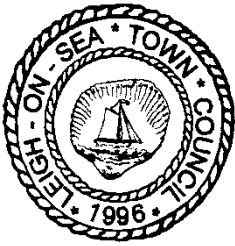
12. DISCUSS AND AGREE THE THREE YEAR FINANCIAL FORECAST (Confidential Appendix 2)

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



Paul Beckerson  
Town Clerk  
30<sup>th</sup> October 2014

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



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Report 2430/RC

## COMMUNITY CENTRE MANAGER'S REPORT

### 1. Marketing and promotion

Nothing new to report.

### 2. Staffing

There has been no response for the role of ad-hoc caretaker but this has allowed us to thoroughly review the booked hours in the Community Centre versus the contracted hours of the current team and unfortunately there is a clear disparity. It is now evident that in order to service the bookings at the Community Centre we need a further part time 20 hours caretaker.

In the interim, the extra hours and holiday cover are being picked up by the existing team which is cost neutral as the hours would have had to have been allocated to the ad-hoc caretaker.

**Recommendation:** A request to add a 20 hour part-time caretaker to join the existing team is to be taken to the Personnel Sub Committee.

It should also be noted that we have had to turn down a number of bookings between mid-October and the end of the year due to a combination of staffing and room availability, this has mostly affected one off events at weekends.

### 3. Volunteers

The planters at the front of the building have been replanted following a fulsome display over the Summer, despite the challenges posed by the renovation of the front aspect. I have thanked Norman Sutcliffe for his generosity in donating the plants.

### 4. Liaison with other organisations and partners

Our recent White Bus Cinema has been the most successful event held here by them at the Community Centre.

Cards for Good Causes makes a welcome return to the Centre, I have met with the organiser, Cllr Pat Holden and Russell Mott to discuss the local card delivery scheme. Russell is confident that the Army Cadets will fulfil their role in delivering cards this year. A press release outlining the shop and the scheme has been sent to the Leigh Times.

### 5. Building maintenance

By the time the Committee meet, the new flagpole will be in situ and ready for Remembrance Sunday.

The Town Clerk, Senior Janitor, Maintenance Janitor and I will be meeting to prioritise the Winter work schedule.

The projector in the Hall has been replaced, this is our most heavily used room and the projector has been heavily used. The new projector is covered by a 12 month guarantee.

**6. Health and Safety**

The boiler and gas safety check are being undertaken w/c 3 November.

The bi-annual Certificate of Environmental Hygiene inspection of hot and cold water services, together with the Legionella Risk Assessment will be undertaken in November.

**7. Business development**

We hosted another two wedding receptions in October and as I mentioned in my previous report that we had received enquiries from our weddings in September I am can confirm that the first of these has now been scheduled for April.

We were able to host a large funeral wake for one of our long-term users and great supporters, Elaine Hooper; her last outing here was to the Great War Concert. The wake attracted positive feedback and our flexibility means we would be able to repeat this sort of event as a short notice booking.

We now have two separate sewing courses scheduled, both of which are fully booked, following launches in the Centre.

**8. Matters arising**

The new uniforms for staff have arrived, with appropriate logos and are being worn by the team.

**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 & Loan Payments	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			£20.00
May	Bank		£2,767.34		£0.00	£94.80	£0.00				£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			
June	Bank		£2,982.35		£32.84	£94.80	£61.83			£85.02	£2,684.04	£0.00	£0.00	£23.82				£0.00
	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			
July	Bank		£2,579.11		£67.00	£94.80	£60.82				£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		£2,427.09		£0.00	£94.80	£102.40				£2,229.89							
	Cash	£2,250.10	£889.07	-£1,066.06	£885.57			£0.00	£3.50	£0.00		£0.00	£0.00	£0.00	£0.00			
September	Bank		£2,058.68		£0.00	£94.80	£0.00				£1,963.88							
	Cash	£2,804.65	£790.11	-£44.14	£767.11			£1.00	£0.00	£0.00		£13.00	£0.00	£9.00	£0.00			
October	Bank		£2,631.18		£0.00	£94.80	£50.88				£2,435.50						£50.00	
	Cash	£4,147.55	£670.53	£845.84	£660.01			£10.52	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00			
November	Bank		£0.00															
	Cash		£0.00	£0.00														
December	Bank		£0.00															
	Cash		£0.00	£0.00														
		£32,605.49	£33,561.08	-£955.59	£7,869.70	£948.00	£558.22	£145.85	£24.01	£515.30	£22,248.10	£409.11	£84.61	£214.08	£4.00	£288.50	£90.00	£161.60

Opening Stock 14/01/14

£0.00

Gross Profit/Loss to Date

£23,229.57

71.24%

Closing Stock 31/12/14

Net Profit/Loss to Date

-£955.59

-2.93% £1,464.51

£508.92 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	£43,427.41				£31,572.59	57.90
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	£67,319.47	£0.00	£0.00	£0.00	£32,180.53	67.66
Friends Fund Raising*	£1.62		£1,241.00		£0.00		£1,242.62	0.00
Elsie's Place C.I.C.	£1,700.00		£50.00	£0.00			£1,650.00	
Rates				£7,800.00	£5,440.50		£2,359.50	69.75
Gas				£7,500.00	£1,304.71		£6,195.29	17.40
Electric				£5,500.00	£3,480.02		£2,019.98	63.27
Water				£1,200.00	£820.08		£379.92	68.34
Catering			£1,040.55	£0.00	£981.09		£59.46	
Communications				£2,000.00	£812.78		£1,187.22	40.64
Cleaning				£900.00	£849.73		£50.27	94.41
Waste Removal Washroom Serv.				£3,000.00	£1,127.93		£1,872.07	37.60
Janitorial Costs				£0.00	£337.50		-£337.50	
Insurance				£2,800.00	£2,702.34		£97.66	96.51
Advertising				£2,500.00	£0.00		£2,500.00	0.00
Security / Alarms				£1,000.00	£995.14		£4.86	99.51
Internal Maintenance				£10,000.00	£1,832.11		£8,167.89	18.32
External Maintenance				£6,500.00	£311.35		£6,188.65	4.79
Miscellaneous				£2,000.00	£620.51		£1,379.49	31.03
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	£53,329.82		£53,164.70	50.08
Community Centre EMR	£13,063.60			£0.00	£12,423.00		£640.60	0.95
Equipment & Fittings	£2,100.68			£2,500.00	£2,338.27		£2,262.41	50.82
<b>Totals</b>	<b>£15,164.28</b>	<b>£99,500.00</b>	<b>£67,319.47</b>	<b>£166,294.52</b>	<b>£90,565.81</b>	<b>£0.00</b>	<b>£91,933.54</b>	<b>49.91</b>

\* Accounted for Separately

-£30,083.48

£23,246.34

## Leigh Community Centre Cash Flow 2012 - 14

Month	Invoiced Income	Total Received Income	LTC Revenue Contribution	Total Expenditure	Difference
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	£6,296.56	£3,478.77	£1,958.33	£10,124.50	-£4,687.40
Sep-14	£10,561.83	£5,951.65	£1,958.33	£10,917.22	-£3,007.24
Oct-14	£9,058.98	£9,630.76	£1,958.33	£6,613.27	£4,975.82
	<b>£149,763.35</b>	<b>£150,431.83</b>	<b>£47,708.27</b>	<b>£341,189.68</b>	<b>-£143,049.58</b>
Total I&E 2012/13	£23,719.45	£25,874.89	£10,500.00	<b>£101,991.34</b>	<b>-£65,616.45</b>
Total I&E 2013/14	£76,064.09	£78,348.91	£23,499.96	<b>£149,220.02</b>	<b>-£47,371.15</b>
Total I&E 2014/15	£49,979.81	£46,208.03	£13,708.31	<b>£89,978.32</b>	<b>-£30,061.98</b>

### 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	£6,296.56	£2,118.23
<b>Total</b>	<b>£19,299.96</b>	<b>£30,840.00</b>	<b>£50,139.96</b>	<b>£79,693.50</b>	<b>£29,553.54</b>



**INCOME REPORT 2014/15**

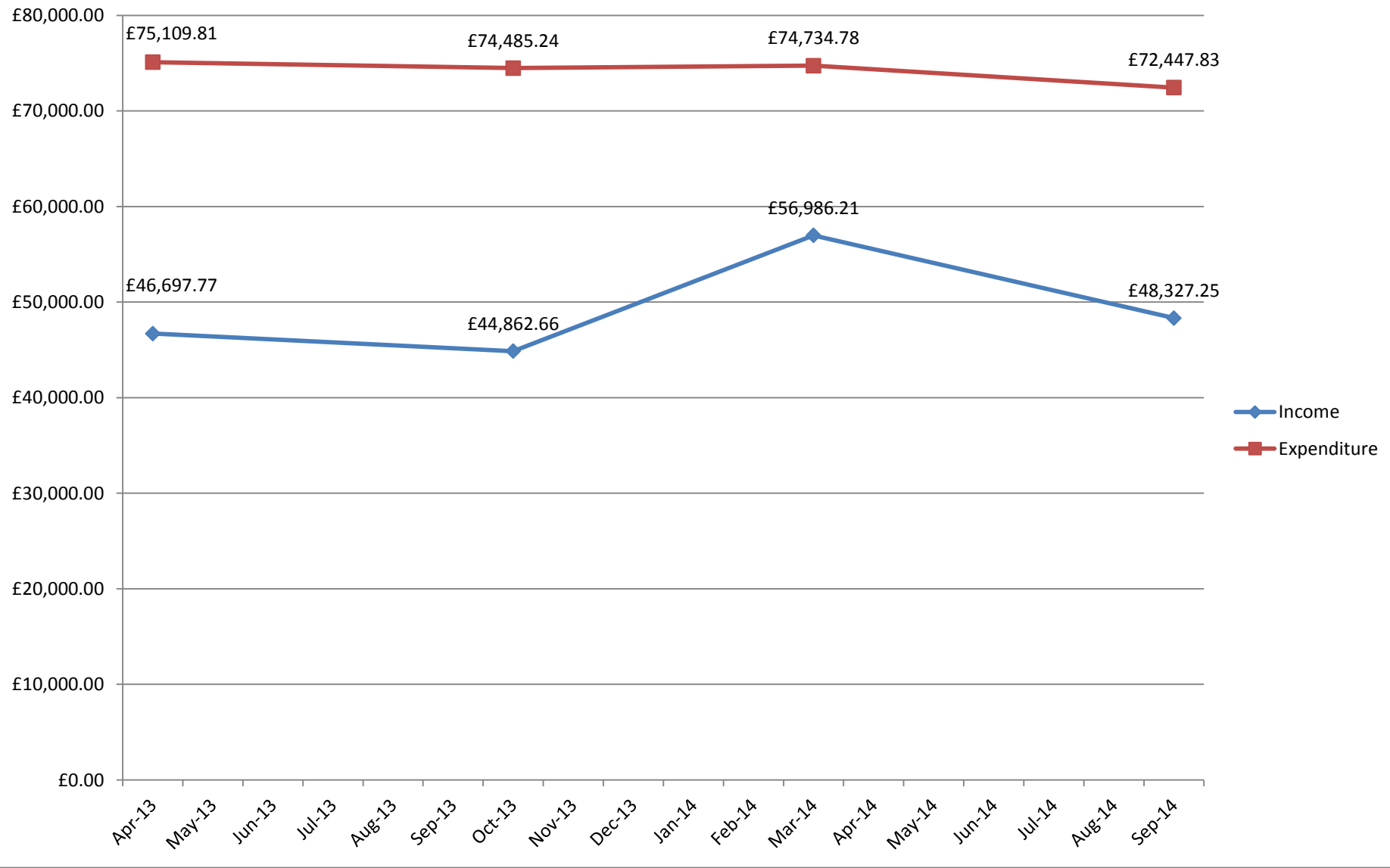
**Period: 1st September 2014 to 31st August 2015**

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

Actual invoiced income is 156.97% of the predicted income and 43.22% of the maximum possible income (assuming full utilisation of the building 2014/15)

	Budgeted Income	Actual Invoiced Income	Difference
Sep-14	£6,250.00	£10,561.83	£4,311.83
Oct-14	£6,250.00	£9,058.98	£2,808.98
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	£7,500.00		-£7,500.00
May-15	£7,500.00		-£7,500.00
Jun-15	£7,500.00		-£7,500.00
Jul-15	£7,500.00		-£7,500.00
Aug-15	£7,500.00		-£7,500.00
<b>Total</b>	<b>£81,250.00</b>	<b>£19,620.81</b>	<b>-£61,629.19</b>

### Leigh Community Centre Cash Flow Trend 2012-14



**LEIGH COMMUNITY CENTRE ACCOUNTS FOR 2013/14****1st August 2013 - 31st July 2014**

	2013/14	2014/15	Total
<b>Income</b>			
Hiring	£51,681.43	£26,256.59	£77,938.02
Other Income	£876.37	£598.67	£1,475.04
Fundraising	£1,407.00	£828.99	£2,235.99
Grants Received	£4,558.00		£4,558.00
LTC Use Grant	£15,666.64	£7,833.32	£23,499.96
<b>Total Income</b>	<b>£74,189.44</b>	<b>£35,517.57</b>	<b>£109,707.01</b>
<b>Expenditure</b>			
Rent	£0.00	£0.00	£0.00
Insurance	£0.00	£0.00	£0.00
Business Rates	£4,572.00	£3,109.50	£7,681.50
Water Rates	£876.12	£820.08	£1,696.20
Gas	£4,332.63	£1,054.20	£5,386.83
Electricity	£4,795.12	£2,426.74	£7,221.86
Telecoms	£631.91	£478.93	£1,110.84
Catering	£2,254.05	£672.09	£2,926.14
Cleaning	£3,204.94	£1,143.99	£4,348.93
Health and Safety	£130.40	£0.00	£130.40
Sundries	£92.69	£74.30	£166.99
External Building Maintenance	£975.00	£12,504.35	£13,479.35
Internal Building Maintenance	£4,801.36	£1,312.01	£6,113.37
Advertising	£0.00	£0.00	£0.00
Security	£495.51	£813.64	£1,309.15
Card Processing Charges	£457.85	£149.82	£607.67
IT Infrastructure & Licences	£56.25	£412.35	£468.60
Licences	£0.00	£446.58	£446.58
Staff Training	£300.00	£126.00	£426.00
Friends Funds Purchases	£170.49	£0.00	£170.49
Tools	£99.99	£0.00	£99.99
Furniture / Fixtures & Fittings	£1,231.47	£98.04	£1,329.51
Infrastructure Costs	£4,264.22	£2,019.81	£6,284.03
Salaries	£59,946.54	£34,646.90	£94,593.44
<b>Total Expenditure</b>	<b>£93,688.54</b>	<b>£62,309.33</b>	<b>£155,997.87</b>
<b>Profit / Loss</b>	<b>-£19,499.10</b>	<b>-£26,791.76</b>	<b>-£46,290.86</b>

Sheet 9

**LCC Budget 2015/16**

	<b>Income Budget</b>	<b>Expenditure Budget</b>
Hiring Income	£90,000.00	
LTC Building Contribution	£25,000.00	
Bursary Fund	£1,400.00	
Rates		£8,000.00
Gas		£7,500.00
Electric		£7,000.00
Water		£1,700.00
Catering		£0.00
Communications		£1,500.00
Cleaning Materials Etc.		£1,000.00
Waste Removal / Washroom Serv.		£3,200.00
Insurance		£2,800.00
Advertising		£2,500.00
Security / Alarms		£1,200.00
Internal Maintenance		£10,000.00
External Maintenance		£6,500.00
Miscellaneous		£2,000.00
Licences		£1,000.00
IT		£1,000.00
Janitorial Costs		£500.00
Contingencies		£2,000.00
Salaries / Payroll		£128,308.00
Equipment & Fittings		£3,000.00
Van Lease 1/5 Cost		£632.85
<b>Totals</b>	<b>£116,400.00</b>	<b>£191,340.85</b>

Net Deficit £74,940.85

LCC Refurbishment Fund		<b>£30,000.00</b>
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