



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



27th November 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 December 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 5th NOVEMBER 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 2450/RC (Appendix 1)
6. ELSIE'S PLACE CIC FINANCIAL STATEMENT – Report 2452/PB (Appendix 2)
7. BUDGET REPORT – Report 2451/LCC – (Appendix 3)
8. TO APPROVE BURSARY APPLICATION BY LEIGH FOLK FESTIVAL AND THE RUCKSACK PROJECT – Officer's Report/RC

The Committee is **requested** to consider giving a bursary of £265.00 to the Folk Festival to use the Lower Hall on Saturday 27th June 2015.

The Committee is **requested** to consider giving a bursary of £28.30 for room hire for people to drop off the rucksacks in the run up to Christmas.

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.3(d)) - (contractual)

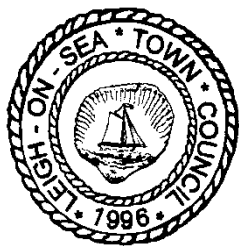
10. REPORT BACK FROM CAFETERIA WORKING PARTY – Confidential Appendix 1 – Working Party Convenor (To follow)

The Committee is **requested** to note the progress.

Paul Beckerson
Town Clerk

27th November 2014

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



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Report 2450/RC

COMMUNITY CENTRE MANAGER'S REPORT

1. Marketing and promotion

During the past month, nine positive references to the Community Centre have been made in the local press.

Further to discussions with the Committee regarding promotional material, I am exploring an A4 flapped folder, which will allow us to add and vary inserts for Centre users. Costings are being collated and copy is being written for these.

Sharon Heighington has agreed to be interviewed for an "How to organise a wedding at the Community Centre" article.

2. Staffing

An advertisement to recruit a 20 hours part-time janitor has been placed in the press.

3. Volunteers

Since the last meeting of the Committee, several mails have been sent to the friends, copies of which are attached.

4. Liaison with other organisations and partners

In my previous report, I announced that the Army Cadets would be delivering cards in conjunction with Cards for Good Causes, this is no longer happening due to internal operational issues within the cadets.

5. Building maintenance

The ramp is scheduled for installation during the week of 8 December, however this work will have to be completed overnight as this is the only time that we can accommodate the work.

SBC will undertake the condition survey on 5 December, we were offered 28 November but as it was the day of Leigh Lights, we rescheduled.

6. Health and Safety

We are reviewing the risk assessment for evacuation of the building as we now have an increased number of less agile users. Training for the Evac Chair is scheduled 16 January 2015 and will continue to mitigate this risk.

The bi-annual Certificate of Environmental Hygiene inspection of hot and cold water services, together with the Legionella Risk Assessment has been successfully issued. The annual boiler and gas safety inspection has also been successfully completed.

7. Business development

We are fielding a number of enquiries and bookings for new regular classes ranging from jive dancing, first wedding dances, English as a Foreign Language for children and adults, Digital Photography and Contemporary Arts. This is augmented by a number of the existing under-fives classes requesting extensions and larger rooms together with other existing bookers setting up more classes.

8. Matters arising

Please see under relevant headings

9. Feedback and Impact on the Community

Nothing further to report.

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

Please see the separate sheet with the current year on year comparison of invoiced bookings.

Ros Coffey
25 November 2014

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			
May	Bank		£2,767.34		£0.00	£94.80	£0.00			£271.48	£2,330.60	£16.78	£33.68					£20.00
	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	£0.00		£6.00	£0.00	£85.98	£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		£2,427.09		£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	£5,352.00	£1,089.57	£1,631.25	£1,079.05			£10.52	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00			
November	Bank		£241.68		£9.00	£94.80	£20.89					£24.99						£92.00
	Cash	£3,360.70	£3,058.78	£60.24	£462.81			£0.00	£0.00	£0.00	£2,595.97	£0.00	£0.00	£0.00	£0.00			
December	Bank		£0.00															
	Cash		£0.00	£0.00														
		£37,170.64	£37,280.58	-£109.94	£8,760.55	£1,042.80	£579.11	£145.85	£24.01	£515.30	£24,844.07	£434.10	£84.61	£214.08	£4.00	£288.50	£182.00	£161.60

Opening Stock 14/01/14		£0.00	
Gross Profit/Loss to Date	£26,788.18	72.07%	
Closing Stock 31/12/14			
Net Profit/Loss to Date	-£109.94	-0.30%	£1,581.50
			£1,471.56 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		£77,000.00	£50,808.29				£26,191.71	65.98
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	£101,500.00	£74,700.35	£0.00	£0.00	£0.00	£26,799.65	73.60
Friends Fund Raising*	£1.62		£1,386.20		£80.00		£1,307.82	5.76
Elsie's Place C.I.C.	£1,700.00		£100.00	£0.00			£1,600.00	
Rates				£7,800.00	£6,217.50		£1,582.50	79.71
Gas				£7,500.00	£1,467.90		£6,032.10	19.57
Electric				£5,500.00	£3,480.02		£2,019.98	63.27
Water				£1,200.00	£820.08		£379.92	68.34
Catering			£1,135.15	£600.00	£1,126.77		£608.38	
Communications				£2,000.00	£931.72		£1,068.28	46.59
Cleaning				£900.00	£969.61		-£69.61	107.73
Waste Removal Washroom Serv.				£3,000.00	£2,737.20		£262.80	91.24
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	£1,121.58		-£121.58	112.16
Internal Maintenance				£9,000.00	£3,127.79		£5,872.21	34.75
External Maintenance				£6,500.00	£420.78		£6,079.22	6.47
Miscellaneous				£2,000.00	£731.97		£1,268.03	36.60
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				£109,494.52	£61,878.01		£47,616.51	56.51
Community Centre EMR	£13,063.60			£0.00	£12,423.00		£640.60	0.95
Equipment & Fittings	£2,100.68			£2,500.00	£2,886.92		£1,713.76	62.75
Totals	£15,164.28	£101,500.00	£75,835.50	£168,894.52	£104,239.62	£0.00	£80,954.33	56.63

Net Spend Less Salaries	-£33,473.89
Net Spend	£28,404.12
Net Spend Less B/F	£13,239.84

* Accounted for Separately

Leigh Community Centre Cash Flow 2012 - 14

Month	Invoiced Income	Total Received Income	LTC Revenue Contribution	Total Expenditure	Difference
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	£10,312.18	£5,951.65	£1,958.33	£10,917.22	-£3,007.24
Oct-14	£9,090.59	£11,487.66	£1,958.33	£10,004.71	£3,441.28
Nov-14	£6,929.68	£8,188.36	£1,958.33	£7,077.82	£3,068.87
	£156,474.99	£160,477.09	£49,666.60	£351,658.94	-£141,515.25
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	£56,691.45	£56,253.29	£15,666.64	£100,447.58	-£28,527.65

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 140.44% of the predicted income and 43.43% of the maximum possible income (assuming full utilisation of the building 2014/15)

	Budgeted Income	Actual Invoiced Income	Difference
Sep-14	£6,250.00	£10,312.18	£4,062.18
Oct-14	£6,250.00	£9,090.59	£2,840.59
Nov-14	£6,250.00	£6,929.68	£679.68
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
Total	£81,250.00	£26,332.45	-£54,917.55

2013 vs 2014 Invoiced Income

