



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



31st March 2015

Notice is hereby given that a meeting of the **COMMUNITY FACILITIES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday 7th April 2015** 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 25th FEBRUARY 2015
4. DECLARATION OF MEMBERS' INTERESTS
5. COMMUNITY CENTRE MANAGER'S REPORT – There is no report this month but the following actions have taken place.
 - External Advertising Display Screen ordered at a cost of £1,250 from the Friend's Fund
 - Fridge has been purchased from Friend's Fund to go in office for hirers use.
 - Website Site Map submitted to ICT Vision for development
 - H&S Documentation reviewed and an action list and General Risk Assessment is being formulated.
 - Cracks in Skate Park have been repaired and a new bollard installed together with two bollards at Manchester Drive Allotments. In addition the new notice board opposite the Elms Pub has been installed, all at a cost of £1,346.
6. SKATE PARK EMERGENCY H&S REPAIRS AND FINANCIAL REFERENCE TO POLICY & RESOURCES (Cracks and Bollard Replacement) Officer's Report

As the result of complaints from users emergency repairs have had to be carried out at the Skate Park at a cost of £886.00 and a replacement bollard at £279.51 with £168.00 installation. These works were carried out by Kieran Lucas Contractors Ltd. I have today received the quotation for the works from HAGS at a cost of £7,400.

The Committee is **asked** to approve the expenditure of £1,333.51 from the Skate Park Maintenance Budget and to request that Policy And Resources transfer the sum of £678.02 from the renewals budget to top up the budget to cover the cost.

7. APPLICATION FOR FISHWIFE CHOIR JD (Appendix 1a)

The Group wish to use the Lower Hall on 5th June 2015 at a cost of £112. The Committee is requested to consider the request.

8. APPLICATION FOR BURSARY FUNDING FROM LEIGH OPERATIC SOCIETY (Fund Raising Quiz Night) (Appendix 1b)

The Committee is requested to consider the application for part funding or funding of the request at a cost of £150.

9. APPLICATION FOR BURSARY FUNDING FROM ROYAL BRITISH LEGION (Poppy Coffee Morning) (Appendix 1c)

The Committee is requested to consider a bursary of up to £75.

10. APPLICATION FOR BURSARY FUNDING FROM LADY McADDEN BREAST SCREENING TRUST (Fund Raising Quiz Night) (Appendix 1d)

The Committee is requested to consider granting a bursary of up to £140.

11. BURSARY APPLICATIONS CLARIFICATION OF DOCUMENTATION AND CRITERIA REGARDING AWARDS

The Committee is **requested** to consider having a PDG meeting to discuss this topic and to set a date.

12. PROTECTING LEIGH'S ASSETS (Report and Motion of Cllr C Mulrone)

It was clear at the AEM that the Town Council must take a more positive and proactive role in the protection and conservation of the Town's environment and, in particular, its built heritage. The heritage of Leigh is something I care passionately about.

The Town Council has made a start on this by registering the Community Centre as a community asset. At that time there was a list of other buildings which would fall into this category and this should now be pursued.

There are some smaller assets which should also be preserved as part of the heritage of the town. One of these was mentioned at the AEM i.e. the fountain at the top of Leigh Hill.

It should be part of our community duty and our revitalised community engagement programme.

I therefore **PROPOSE** the following motion

Seconded by Cllr Herbert

1. That, the Assistant Town Clerk, in consultation with an appointed task and finish group of 3 members, be authorised to arrange a public workshop, in order to seek the views of the community in relation to protecting and recording of community assets.
 2. That the results of the workshop be considered by a policy development group to be formed from the community and councillors to consider a way forward, with advice from Southend Borough Council.
 3. That Policy & Resources Committee be requested to authorise the sum of £100 from the Community Engagement budget to cover the cost of the workshop.
13. ELSIE'S PLACE CIC FINANCIAL STATEMENT – 31st March 2015 - Report 2502/PB (Appendix 2)
14. BUDGET REPORT – Report 2500/CFC – 27th March 2015 – (Appendix 3)



Paul Beckerson
Town Clerk
31st March 2015

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

Fishwives Choir Application (Appendix 1A)

Please can The Fishwives confirm June 5th for booking your hall for our quiz night?

I am writing on behalf of the Fishwives as we would like to use the Community Centre to host a Quiz Nigh to raise funds for our group to enable us to cover costs of performing at events that primarily raise money for the Fisherman's Mission and other good causes such as the resurrection of the sea shanty singing tradition in our town.

Our choir was originally made up of women from across the UK who have lost family member to the sea through fishing. You may not be aware that fishing in the UK is one of the most dangerous jobs and Leigh-on-Sea has always had a fishing port so the sea has touched the lives of many of the people here. When you lose someone to the sea, there are very few places you can turn to who understand and can offer practical help and advice. The Mission provides help to both Fishermen and their families, and this is why the Choir was set up as a way to thank them for the support and to fund raise for them so that the help that we received can continue.

The Choir is an active part of the local community, taking part in lots of local events including those run by the Town Council.

We would like to apply either for a part bursary or full bursary for our quiz on 5th June 2015. This will allow us to continue to participate in fundraising events and continue to raise the profile of the sea shanty singing tradition which is commonplace in lots of other fishing regions such as Scotland, Cornwall, Devon, and Hastings.

In fact we are hosting our very first sea shanty night which is free for the community to access on March 28th at The Peter Boat and would love to organise more.

Thank you for your time in considering our application.

Jane Dolby and Laura Poppy

Leigh Operatic Society (Appendix 1b)

Good morning my name is Victoria Williams and I am emailing on behalf Leigh Operatic and Dramatic Society (LODS). We are a local based amateur dramatic group and we would like to apply for a part bursary towards our quiz night.

As a local amateur dramatic group we aim to provide fun, enjoyable and entertaining shows for the general public, however this does all come at a cost! We have a strong local membership of around 60 local members who all contribute to the putting on of these shows although the cost of putting on shows is becoming a greater expense. The average cost of putting on a show is roughly around £20-30,000!

We also encourage fundraising within the society and aim to host several social and fundraising events throughout the year. We also try to take part in community events as often as we can, singing at shopping centres, singing at old people's homes, being part of the Leigh lights switch on to name a few.

Being part of the community is very important to us, and we hope to continue to be able to put on our shows for everyone to see so we will continue to fundraise as often as we can and we hope you can assist us now and potentially in the future.

Thank you for your time

Victoria Williams

Head of Team Fun

Sent from my iPhone

Royal British Legion (Appendix 1c)

Dear Mrs Coffey

I am sorry that we turned up unannounced earlier – but were grateful for your time.

Although we understand that the 24th October date has been booked, I think we would like to arrange something for Saturday 31st October – in the Foyer and Coffee Shop area (as we did last year).

I am more than happy to put our request in writing – but I await your initial response and suggestions as to how we now proceed. If you would prefer for us to call in and see you, please let me know.

Many Thanks/Regards

Bob O’Leary
Honorary Secretary
The Royal British Legion
Leigh on Sea Branch

Lady McAdden Brest Screening Trust (Appendix 1d)

Hello Ladies

I know I am getting in really early here but I am trying to start filling next year’s diary.

Would it be possible to request the use of the hall again for another Quiz Night? I was hoping for a Friday evening during July (Friday 24th July 2015) 5 hours?

Kind regards
Polly

Elsie's Place C.I.C. Account's Summary 2015

		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 & Entertainment	Insurance	Company Set-up & Loan Payments	Advertising
January	Bank		£2,386.83		£54.64	£94.80	£65.97				£1,879.92							
	Cash	£3,902.55	£1,072.56	£443.16	£1,046.83			£0.00	£0.00	£0.00		£0.00	£0.00	£5.73	£20.00	£278.50	£13.00	
February	Bank		£3,083.85		£136.00	£0.00	£0.00				£2,797.85	£0.00						
	Cash	£4,044.05	£1,005.08	-£44.88	£953.25			£4.50	£4.99	£17.84		£4.50	£0.00	£0.00	£20.00			£150.00
March	Bank		£2,868.14		£15.50	£189.60	£196.44				£2,316.60	£0.00						
	Cash	£4,784.80	£1,279.29	£637.37	£1,268.79			£5.10	£0.95	£0.00		£4.45	£0.00	£0.00	£0.00			£150.00
April	Bank		£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			£0.00
May	Bank		£0.00		£0.00	£0.00	£0.00				£0.00	£0.00	£0.00	£0.00	£0.00			
	Cash	£132.00	£0.00	£132.00	£0.00			£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00			£0.00
June	Bank		£0.00		£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			£0.00
July	Bank		£0.00		£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			
August	Bank		£0.00		£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			
September	Bank		£0.00		£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			
October	Bank		£0.00		£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			£0.00
November	Bank		£0.00		£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			£0.00
December	Bank		£0.00		£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			£0.00
		£12,863.40	£11,695.75	£1,167.65	£3,475.01	£284.40	£262.41	£9.60	£5.94	£17.84	£6,994.37	£8.95	£0.00	£5.73	£40.00	£278.50	£313.00	£0.00

Opening Stock 05/01/15		£297.10	
Gross Profit/Loss to Date	£8,544.48	66.42%	
Closing Stock 31/12/15	£297.10		
Net Profit/Loss to date	£1,167.65	9.08%	£618.29
			£1,785.94 Profit & Loss without One Off Costs

Community Facilities Budget 2014/15

Budget 2014/15	B/F 2013/14	Income Budget	Income to Date	Expenditure Budget	Sent to Date	Committed	Balance	% Spent
LCC Budget	£15,164.28	£101,500.00	£111,290.52	£168,894.52	£170,844.54	£0.00	£15,381.20	92.82
Skate Park Budget				£5,351.00	£5,555.26	£0.00	-£204.26	103.82
Highways Budget				£11,447.00	£8,270.07	£0.00	£3,176.93	72.25
Totals	£15,164.28	£101,500.00	£111,290.52	£185,692.52	£184,669.87	£0.00	£18,353.87	91.94

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	£84,674.35				-£7,674.35	109.97
LTC Contribution		£23,500.00	£23,500.00				£0.00	100.00
Bursary Fund		£1,000.00	£949.23				£50.77	94.92
	£0.00	£101,500.00	£109,123.58	£0.00	£0.00	£0.00	-£7,623.58	107.51
Friends Fund Raising*	£1.62		£2,259.66		£1,513.33		£747.95	66.92
Elsie's Place C.I.C.	£1,700.00		£450.00	£0.00			£1,250.00	
Rates				£7,800.00	£7,771.50		£28.50	99.63
Gas				£7,500.00	£3,202.96		£4,297.04	42.71
Electric				£5,500.00	£7,415.05		-£1,915.05	134.82
Water				£1,200.00	£1,747.74		-£547.74	145.65
Catering			£2,166.94	£600.00	£2,090.38		£676.56	
Communications				£2,000.00	£1,490.32		£509.68	74.52
Cleaning				£900.00	£1,492.62		-£592.62	165.85
Waste Removal Washroom Serv.				£3,000.00	£3,437.15		-£437.15	114.57
Janitorial Costs				£0.00	£381.00		-£381.00	
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	£1,522.58		-£522.58	152.26
Internal Maintenance				£9,000.00	£6,883.16		£2,116.84	76.48
External Maintenance				£6,500.00	£420.78		£6,079.22	6.47
Miscellaneous				£2,000.00	£1,306.84		£693.16	65.34
Licences				£1,000.00	£754.76		£245.24	75.48
IT				£1,600.00	£492.35		£1,107.65	30.77
Contingencies				£2,000.00	£0.00		£2,000.00	0.00
Salaries / Payroll				£109,494.52	£109,864.90		-£370.38	100.34
Community Centre EMR	£13,063.60			£0.00	£12,423.00		£640.60	0.95
Equipment & Fittings	£2,100.68			£2,500.00	£5,445.11		-£844.43	118.35
Totals	£15,164.28	£101,500.00	£111,290.52	£168,894.52	£170,844.54	£0.00	£15,381.20	92.82

Net Spend Less Salaries

-£50,310.88

* Accounted for Separately

£59,554.02

Net Spend Less B/F

£44,389.74

Highway Infrastructure 2014/15

Heading	2013/14 B/F	Income	Expenditure	Spend to Date	Commitment	Balance	% Spent	Due
School Crossing Patrols	0	0	4,500	4,291.75	0.00	208	95.37	
Bus Shelter Cleaning/Maintenance	0	0	2,000	2,118.50	0.00	-119	105.93	
New Bus shelters	0	0	0	0.00	0.00	0	0.00	
Highways Infrastructure	0	0	4,250	1,358.99	0.00	2,891	31.98	
Staff Costs	0	0	397	200.83	0.00	196	50.59	
Phone box	0	0	300	300.00	0.00	0	100.00	
Total	0	0	11,447	8,270.07	0.00	3,177	72.25	

Skate Park Budget 2014/15

Skate Park	B/F 2013/14			Budget Expenditure	Spend to Date	Balance	% Spent
Rent				50	50.00	0.00	100.00
Cleaning				900	792.48	107.52	88.05
Electricity				450	372.28	77.72	82.73
Miscellaneous				200	252.38	-52.38	126.19
Grass Cutting				0	550.00	-550.00	
Skate Park Pay				2751	3,193.61	-442.61	116.09
Skate Park Maintenance				1000	344.51	655.49	34.45
Totals				5351	5,555.26	-204.26	103.82

Leigh Community Centre Cash Flow 2013 - 15

Month	Invoiced Income	Total Received Income	LTC Revenue Contribution	Total Expenditure	Difference
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
Jun-14	£7,100.74	£8,550.17	£1,958.33	£14,301.39	-£3,792.89
Jul-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	£9,052.71	£11,487.66	£1,958.33	£10,004.71	£3,441.28
Nov-14	£6,727.47	£10,658.61	£1,958.33	£13,959.96	-£1,343.02
Dec-14	£7,374.93	£6,026.04	£1,958.33	£15,438.50	-£7,454.13
Jan-15	£7,417.35	£7,519.46	£1,958.33	£13,804.00	-£4,326.21
Feb-15	£12,949.49	£11,079.19	£1,958.33	£15,131.03	-£2,093.51
Mar-15	£7,755.00	£9,408.47	£1,958.33	£15,643.23	-£4,276.43
	£191,731.67	£196,980.50	£55,541.59	£418,557.84	-£164,077.42
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	£91,948.13	£92,756.70	£23,499.96	£167,346.48	-£51,089.82

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 140.78% of the predicted income and 48.96% 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	£9,052.71	£2,802.71
Nov-14	£6,250.00	£6,727.47	£477.47
Dec-14	£6,250.00	£7,374.93	£1,124.93
Jan-15	£6,250.00	£7,417.35	£1,167.35
Feb-15	£6,250.00	£12,949.49	£6,699.49
Mar-15	£6,250.00	£7,755.00	£1,505.00
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	£61,589.13	-£19,660.87

