



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 Carole Mulroney
Town Clerk: Paul Beckerson

23rd July 2015

Notice is hereby given that a meeting of the **COMMUNITY FACILITIES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Wednesday 29th July 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 CFC MEETING OF 2nd JUNE 2015
4. DECLARATION OF MEMBERS' INTERESTS

HIGHWAY INFRASTRUCTURE

5. CINDER PATH SHELTER REFURBISHMENT – Officer **DECISION** Report 2542/PB (Appendix 1)

The Committee is **RECOMMENDED** to agree a sum of up to £1,500 to be funded from the Highway Infrastructure budget to refurbish the shelter and to decide on the material replacement for the panels, no replacement would make the struts vulnerable to structural damage; implementation to be delegated to the Town Clerk in consultation with the Committee Chairman and Vice Chairman of Council.

COUNCIL ASSETS

6. SKATE PARK REPORT – Officer Information Report

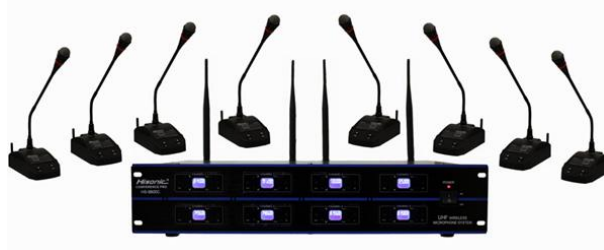
No new information for this meeting.

7. STRAND WHARF REPORT – Officer Information Report

The tender deadline has been extended as no replies were received by the closing date of 13th July 2015. The Committee is **RECOMMENDED** to delegate any actions required to the Town Clerk in consultation with the Chairman of Committee and Vice Chairman of Council.

LEIGH COMMUNITY CENTRE

8. PURCHASE OF CONFERENCE MICROPHONE SYSTEM – **DECISION ITEM**



There has been a request under the Equalities Act 2010 for a microphone and speaker system to aid hearing at full Council meetings. After some research it would seem the most cost effective option would be to acquire an eight microphone wireless system manufactured by Hisonic at a cost of \$999.99 (£642.18 plus postage) and four sets of Logitech speakers at a maximum cost of £120.00.

The Committee is **RECOMMENDED** to approve the purchase of a suitable system up to £1,500 and that the final choice be delegated to the Town Clerk in consultation with the Committee Chairman.

9. PURCHASE OF ACOUSTIC SCREENS – **DECISION ITEM**

In order to provide better acoustics for meetings in the any of the LCC Rooms the Committee is **RECOMMENDED** to agree the purchase of 4 acoustic screens at a cost of £247.00 each plus carriage.



10. COMMUNITY CENTRE ACTION REPORT – Officer update report (Appendix 4)

- External Advertising Display Screen. A plan has been completed and sent to SBC Planning for their comments.
- Work on the website continues. The Community Centre Administrator is liaising with the provider with a view to going live in September.
- Lorna and Lottie's CIC has commenced operation and are formulating plans with regards to décor and extension of operating hours although this is likely to be expanded once the summer is over.
- The Ad-Hoc Caretaker has resigned due to full time employment. There is a possibility of summer cover and seeking a replacement by the autumn.

11. ELSIE'S PLACE CIC FINAL FINANCIAL STATEMENT – 23rd JULY 2015 - Report 2543/PB (Appendix 2)

12. BUDGET REPORT – Report 2544/CFC – 23rd JULY 2015 – (Appendix 3)

AFTER THE MEETING THERE WILL BE A CFC POLICY DEVELOPMENT GROUP MEETING

A handwritten signature in black ink, appearing to read 'Paul Beckerson'. The signature is fluid and cursive, written over a white background.

Paul Beckerson
Town Clerk
23rd July 2015

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



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Report 2542/CFC

CINDER PATH SHELTER REFURBISHMENT

The Town Council took over responsibility for painting and the panels in the shelter with SBC retaining a responsibility for structural repairs. There was a spate of vandalism in 2012 when a fire was started and one of the legs was damaged, SBC repaired this and LTC replaced all the panels with Perspex prior to this some panels were replaced with plywood. LTC attempted to carry out the painting via the Probation Service but due to the gaps in the work this proved unworkable and costly in terms of material.



A complete new set of Perspex panels (£546.00) were installed and the entire shelter repainted at a cost of £425.00 in March 2012.



Due to damage in September 2014 the shelter was fenced off both as a H&S measure and to prevent any further occurrences. Since then SBC have done a structural survey and have obtained costs for the structural repairs amounting to some £10,000. The Committee is now **requested** to consider the expenditure relating to the LTC responsibility namely redecoration and either replacement of the panels with Perspex, Plywood or steel panels.

The Committee is **RECOMMENDED** to agree a sum of up to £1,500 to completely refurbish the shelter and to decide on the material replacement for the panels, no replacement would make the struts vulnerable to structural damage.

COMMUNITY FACILITIES BUDGET					2015/16					
INCOME	Budget 2015/16	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2015/16	Expenditure	Balance	% Spent
LCC Hire Income	£ 94,000.00	£ 30,882.64	£ 63,117.36	32.85%	LCC Expenditure	£ 15,164.73	£ 69,656.49	£ 17,076.35	£ 67,744.87	24.52%
LTC Premises Contribution	£ 25,000.00	£ 12,500.00	£ 12,500.00	50.00%	LCC Staffing		£ 128,308.00	£ 23,925.20	£ 104,382.80	18.65%
Other Income	£ 2,000.00	£ 890.42	£ 1,109.58	44.52%	Highways Expenditure		£ 8,050.00	£ 115.50	£ 7,934.50	1.43%
LCC Fundraising		£ 534.12			Highways Staffing		£ 410.00	£ -	£ 410.00	0.00%
									£ -	
					Skate Park Expenditure		£ 4,400.00	£ 545.50	£ 3,854.50	12.40%
					Skate Park Staffing		£ 2,772.00	£ 836.71	£ 1,935.29	30.18%
Total Income	£ 121,000.00	£ 44,807.18	£ 76,726.94	37.03%	Total Expenditure	£ 15,164.73	£ 213,596.49	£ 42,499.26	£ 186,261.96	19.90%

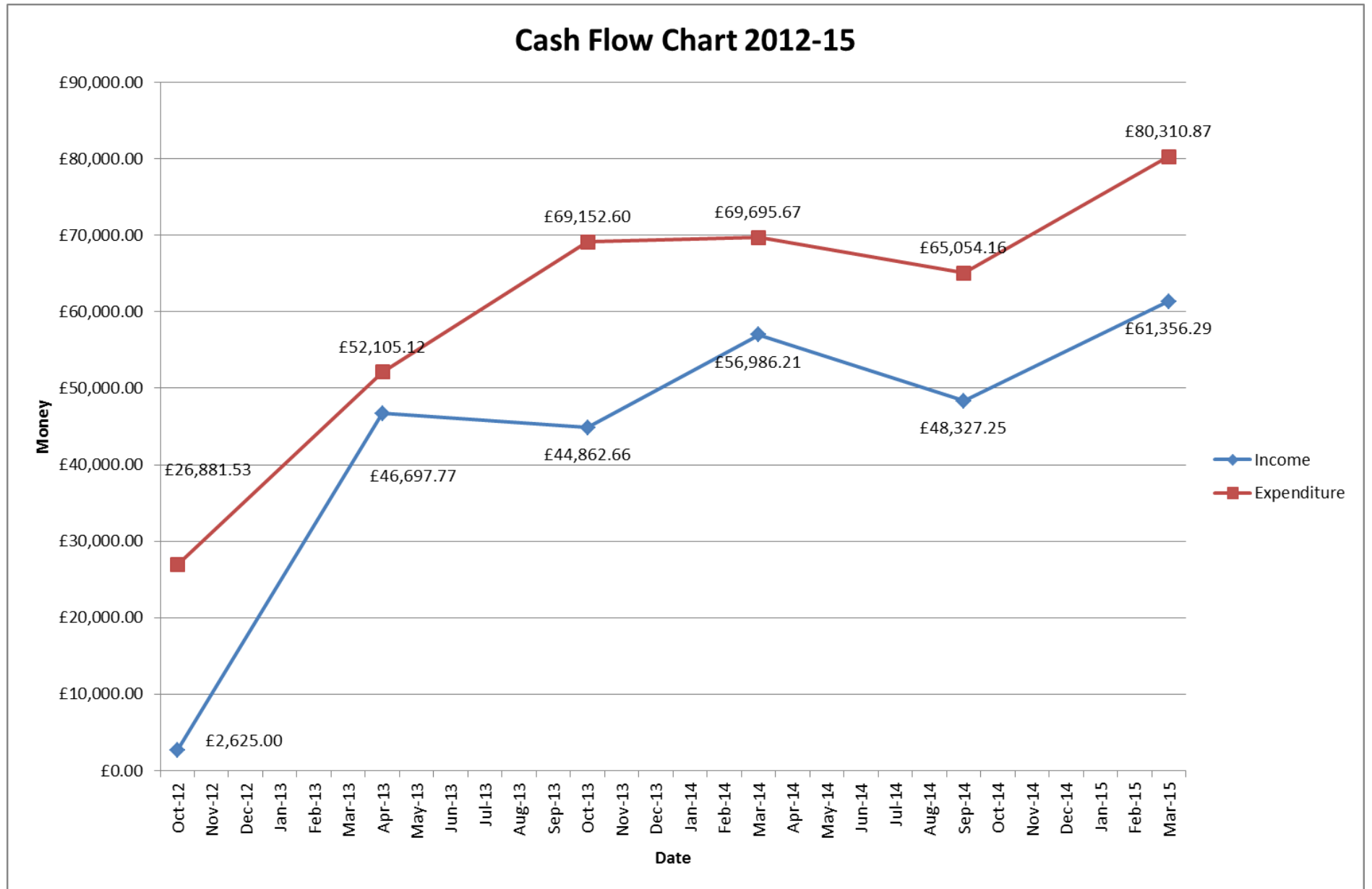
HIGHWAYS DETAILED BUDGET			2015/16		
EXPENDITURE	Earmarked Reserves	Budget 2015/16	Expenditure	Balance	% Spent
School Crossing Patrols		£ 4,500.00	£ -	£ 4,500.00	0.00%
Bus Shelters		£ 3,000.00	£ 115.50	£ 2,884.50	3.85%
New Bus Shelters		£ -	£ -	£ -	
Highway Infrastructure	£ 2,945.00	£ -	£ -	£ 2,945.00	0.00%
Bollards		£ 250.00	£ -	£ 250.00	0.00%
Phone Box		£ 300.00	£ -	£ 300.00	0.00%
Staff Costs		£ 410.00		£ 410.00	0.00%
TOTAL EXPENDITURE	£ 2,945.00	£ 8,460.00	£ 115.50	£ 11,289.50	1.01%

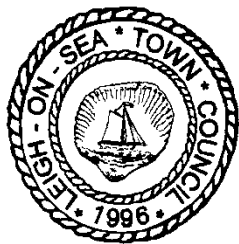
SKATE PARK DETAILED BUDGET				2015/16
EXPENDITURE	Budget 2015/16	Expenditure	Balance	% Spent
Rent	£ 50.00	£ -	£ 50.00	0.00%
Cleaning	£ 2,000.00	£ 209.04	£ 1,790.96	10.45%
Electricity	£ 450.00	£ 273.33	£ 176.67	60.74%
Miscellaneous	£ 200.00	£ 63.13	£ 136.87	31.57%
Grass Cutting	£ 700.00	£ -	£ 700.00	0.00%
Skate Park Maintenance	£ 1,000.00	£ -	£ 1,000.00	0.00%
Staffing Costs	£ 2,772.00	£ 836.71	£ 1,935.29	30.18%
TOTAL EXPENDITURE	£ 7,172.00	£ 1,382.21	£ 5,789.79	19.27%

COMMUNITY CENTRE DETAILED BUDGET					2015/16					
INCOME	Budget 2015/16	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2015/16	Expenditure	Balance	% Spent
Room Hire	£ 94,000.00	£ 30,882.64	£ 63,117.36	32.85%	Insurance		£ 2,800.00	£ 2,702.34	£ 97.66	96.51%
LTC Building Contribution	£ 25,000.00	£ 12,500.00	£ 12,500.00	50.00%	Business Rates		£ 8,000.00	£ 3,168.00	£ 4,832.00	39.60%
Bursary Fund	£ 1,400.00	£ 267.75	£ 1,132.25	19.13%	Professional Fees			£ -	£ -	
LTC Events Hire	£ 600.00	£ 295.00	£ 305.00	49.17%	Utilities		£ 19,900.00	£ 4,763.77	£ 15,136.23	23.94%
Other Income		£ -	£ -		Catering		£ -	£ 775.17	-£ 775.17	
Coffee Machine Recovery	£ 775.17	£ 622.67	£ 152.50	80.33%	Infrastructure Costs (Capital)	£ 15,164.73	£ 4,156.49	£ 309.52	£ 19,011.70	7.45%
Elsie's Place Loan Repayments	£ 1,250.00	£ 1,250.00	£ -	100.00%	Cleaning & Waste / H&S		£ 6,500.00	£ 1,820.87	£ 4,679.13	28.01%
			£ -		Advertising		£ 3,000.00	£ 1,577.02	£ 1,422.98	52.57%
Grants Received		£ -	£ -		Security & Alarms		£ 2,300.00	£ 62.19	£ 2,237.81	2.70%
Friends Fundraising		£ 534.12	-£ 534.12		Internal Maintenance		£ 10,000.00	£ 1,323.42	£ 8,676.58	13.23%
					External Maintenance		£ 6,500.00	£ 25.70	£ 6,474.30	0.40%
					Miscellaneous		£ 2,000.00	£ 402.85	£ 1,597.15	20.14%
					Licences		£ 1,000.00	£ 145.50	£ 854.50	14.55%
					IT		£ 1,000.00	£ -	£ 1,000.00	0.00%
					Janitorial Costs (Uniforms Etc)		£ 500.00	£ -	£ 500.00	0.00%
					Contingencies		£ 2,000.00		£ 2,000.00	0.00%
					Salaries (Admin)		£ 53,782.00	£ 7,268.19	£ 46,513.81	13.51%
					Salaries (Janitorial)		£ 74,526.00	£ 16,657.01	£ 57,868.99	22.35%
					Friend's Purchases	£ 512.34	£ 534.12	£ -	£ 1,046.46	0.00%
TOTAL INCOME	£ 123,025.17	£ 46,352.18	£ 76,672.99	37.68%	TOTAL EXPENDITURE	£ 15,677.07	£ 197,964.49	£ 41,001.55	£ 172,127.67	20.71%

Period: 1st September 2014 to 31st August 2015			
Budgeted income as set by the Council in its Budget Cycle.			
Actual invoiced income is 126.62% of the predicted income and 43.08% 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	£12,248.21	£5,998.21
Mar-15	£6,250.00	£8,128.12	£1,878.12
Apr-15	£7,500.00	£9,755.24	£2,255.24
May-15	£7,500.00	£8,744.85	£1,244.85
Jun-15	£7,500.00	£7,760.98	£260.98
Jul-15	£7,500.00	£5,863.17	-£1,636.83
Aug-15	£7,500.00		-£7,500.00
Total	£81,250.00	£93,385.21	£12,135.21

Leigh Community Centre Cash Flow 2012 - 16							
	Month	Invoiced Income	Total Received Income	LTC Revenue Contribution	Total Expenditure	Less Capital Expenditure	Difference
Set-Up Budget	Aug-12	£0.00	£0.00	£1,312.50	£18,046.90	£13,605.11	−£3,129.29
	Sep-12	£0.00	£0.00	£1,312.50	£8,834.63	£3,398.76	−£4,123.37
	Oct-12	£3,800.07	£843.65	£1,312.50	£7,983.50	£320.00	−£5,507.35
	Nov-12	£3,175.57	£5,873.75	£1,312.50	£14,538.07	£3,884.26	−£3,467.56
	Dec-12	£5,610.82	£2,292.98	£1,312.50	£13,521.56	£645.01	−£9,271.07
	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	£101.09	−£6,105.20
	Mar-13	£9,009.42	£10,554.28	£1,312.50	£16,881.53	£1,050.46	−£3,964.29
	Apr-13	£8,485.47	£1,577.94	£1,958.33	£14,154.71	£1,432.00	−£9,186.44
	May-13	£5,115.71	£6,210.56	£1,958.33	£18,814.15	£3,186.22	−£7,459.04
	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	£157.69	£1.99
	Aug-13	£3,893.73	£5,040.27	£1,958.33	£8,515.51	£7.74	−£1,509.17
	Sep-13	£5,849.48	£8,577.68	£1,958.33	£10,872.80	£548.99	£212.20
	Oct-13	£6,730.54	£7,462.20	£1,958.33	£11,178.93	£120.00	−£1,638.40
	Nov-13	£4,945.07	£6,067.27	£1,958.33	£11,753.43	£1,387.49	−£2,340.34
	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	£1,065.00	−£6,156.30
	Feb-14	£8,795.92	£10,505.03	£1,958.33	£10,075.28	£23.79	£2,411.87
	Mar-14	£7,205.25	£9,393.62	£1,958.33	£14,246.18	£2,442.83	−£451.40
	Apr-14	£6,094.61	£5,023.84	£1,958.33	£11,483.00	£817.18	−£3,683.65
	May-14	£7,433.50	£5,127.62	£1,958.33	£10,825.52	£53.07	−£3,686.50
	Jun-14	£7,100.74	£8,550.17	£1,958.33	£14,301.39	£2,109.63	−£1,683.26
	Jul-14	£3,433.59	£8,445.22	£1,958.33	£25,713.42	£15,071.28	−£238.59
	Aug-14	£6,296.56	£3,478.77	£1,958.33	£10,124.50	£223.88	−£4,463.52
	Sep-14	£10,312.18	£5,951.65	£1,958.33	£10,917.22	£35.85	−£2,971.39
	Oct-14	£9,052.71	£11,487.66	£1,958.33	£10,004.71	£690.04	£4,131.32
	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	£1,190.82	−£6,263.31
	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	£667.20	−£1,426.31
	Mar-15	£8,128.12	£10,668.67	£1,958.33	£15,643.23	£1,122.50	−£1,893.73
	Apr-15	£9,755.24	£9,509.71	£2,083.33	£12,548.05	£58.82	−£896.19
	May-15	£8,744.85	£7,754.97	£2,083.33	£13,709.15	£181.08	−£3,689.77
	Jun-15	£7,760.98	£8,856.21	£2,083.33	£15,442.05	£0.00	−£4,502.51
	Jul-15	£5,863.17	£6,622.14	£2,083.33	£13,547.40	£69.62	−£4,772.31
		£224,229.03	£230,983.73	£55,541.59	£473,804.49	£55,667.41	−£131,611.76
Total I&E 2012/13		£23,719.45	£25,874.89	£10,500.00	£101,991.34	£23,004.69	−£42,611.76
Total I&E 2013/14		£76,064.09	£78,348.91	£23,499.96	£149,220.02	£10,371.75	−£36,999.40
Total I&E 2014/15		£92,321.25	£94,016.90	£23,499.96	£167,346.48	£21,981.45	−£27,848.17
Total I&E 2015/16		£32,124.24	£32,743.03	£8,333.32	£55,246.65	£309.52	−£13,860.78





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Report 2544/PB

COMMUNITY CENTRE REPORT

1. Marketing and promotion

The LCC Administrator has been liaising with the website provider to improve the layout and menus on the draft website. The Events Officer continues to publish all events on Twitter and the LCC Facebook page.

2. Staffing

Richard Flint has resigned his position because of obtaining full time employment. The gap is being managed by the existing team although this does present some difficulties because of the holiday season.

3. Volunteers

We are awaiting the appointment of the Volunteer Organiser to set the scheme going and how this can fit into the current structure.

4. Liaison with other organisations and partners

The LCC Administrator is contacting groups to introduce herself and tried to arrange a meeting but this is proving difficult at the moment due to the holiday season. We will attempt to do this again in September.

5. Building maintenance

The redecoration of Room 7 has commenced and the defective manhole cover outside the back door replaced. Having assessed usage in the Lower Hall we have decided it would be better to use lino on the ramp rather than carpet tiles which would prove difficult to keep clean.

We are about to place an order for carpet tiles to replace the astro-turf in the children's area of the café.

6. Health and Safety

The Facilities Manager is liaising with the Fire Alarm Company to get the current contract to a state of completion. The Alarm is now working but certain elements still have to be tested and a full report completed on improvements.

7. Business development

Bookings continue to be better than last year helped by the increase in hiring charges but is still above last year's booking levels. The usual downturn for this time of year is evident but an increase in invoiced income of £2,429.58 has been achieved so far this month.

10. Feedback and Impact on the Community

The Art Wall space has now been redecorated in preparation for the hanging of the next exhibition.

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

As at 23rd July income is running at 32.85% of budget percentage of 29.16% i.e. 3.69% net.
Expenditure is at 20.71% of budget percentage of 29.16% i.e. under budget by 8.45%.