



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
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Chairman: Cllr Richard Herbert  
Vice Chairman: Cllr Carole Mulroney  
Town Clerk: Paul Beckerson

26<sup>th</sup> November 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 1<sup>st</sup> December 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 6<sup>th</sup> OCTOBER 2015
4. DECLARATION OF MEMBERS' INTERESTS

### HIGHWAY INFRASTRUCTURE

5. RECTORY GROVE BUS SHELTER SEAT REPLACEMENT

As the Committee are aware this seat went missing some time ago, we have tried to locate it without success. The Committee are now requested to consider what action if any to take. We did get a costing from the manufacturers to supply and fit a replacement seat:

New Seat Brackets are £75.00 each of which three are required	£225.00
One 2.5 metre long seat bar	£195.00
Delivery and fitting charge	£395.00
Total	<u>£815.00</u>
Additionally they offer a cleaning service for all the metalwork and roof	£285.00

This is lower than the normal £375.00 as they are already on site.

The Committee is **RECOMMENDED** to consider approving some or all of the works outlined above to be funded from the Bus Shelter Budget.

### COUNCIL ASSETS

6. STRAND WHARF REFURBISHMENT UPDATE

Work is proceeding with the project, the planning conditions that need to be discharged before commencement are being finalised. The state of play currently is that three have been dealt with one still under discussion:

05-Drainage      The paving is drained via the existing drainage gullies and is laid to the same falls.

- 06-Floodgate The paving will finish 30mm short of the floodgate with a galvanised steel angle fixed to the existing concrete to provide a straight edge.
- 08-Bollards There are currently two droppable bollards at the highway entrance; a third may be added between the two planters if the cycle rack can be placed off site.
- 09-Cycle stands SBC have been asked to consider having the cycle stands provided at LTCs cost off site, to provide better access to the wharf.

There are two further conditions that need to be discharged post commencement:

- 11-Heritage signs The Leigh Society have been asked to provide preferred options.
- 14-landscaping The Contractor is currently preparing a planting scheme.

Contracts regarding the works will be signed once the start and completion dates are known; it is now proposed to start works on 14<sup>th</sup> December 2015 with a planned completion date of 5<sup>th</sup> February 2016.

There has been a discussion regarding the jointing of the Limestone, the tender allowed for brushed sand close joints. The architects have highlighted that based on the 'butt jointing', there will be barely a gap and does not think this is the aesthetic design we are trying to achieve. The setts are machine sawn and do not naturally have built-in spacers like concrete setts. As such, if a bigger gap is specified with just brushing in of sand, then the setts may be unstable and maintenance could be an issue due to weed growth. The architects recommend a 6mm gap as achieving the best appearance and costings were requested for this.

The Contractor recommends using a resin material rather than sand and cement if a 6mm gap is desired. An additional cost for this would be £12,019.00, the surveyors have asked for back up evidence regarding labour and materials; if the sum does not change this will require an additional £2,613.97 from the Capital Fund, putting the project over budget by this amount.

This additional cost is made up of both the extra skilled labour required and the high cost of the resin material. Enquiries are being made as to the practicalities and cost of using traditional mortar with this gap size.

The Committee is **requested** to consider the proposed increase of up to £2,613.97 and if agreeable recommend to P&R that the additional sum required be taken from the Capital Projects Fund.

## 7. REFERENCE FROM E&L COMMITTEE 20<sup>TH</sup> OCTOBER 2015

### Agenda Item 10 EXTERNAL EVENT REQUEST ON STRAND WHARF

The area is often used by other groups to hold events and it is suggested consideration is given with regard to an event hire charge to cover Council employees' time in managing this and wear and tear on the wharf and cleaning, electricity costs. Etc. Members should also consider the need for users to have protection to ensure any damage caused is remedied by them.

Recommended a Task & Finish Group be formed.

Minute 53 Upon completion Strand Wharf will come under the remit of the Community Facilities Community as an asset of the Council.

The Committee **RESOLVED** that the recommendation be **REFERRED** to the Community Facilities Committee

The Committee is **requested** to consider the proposed suggestion

**LEIGH COMMUNITY CENTRE**

8. COMMUNITY FACILITIES PDG MEETING 26<sup>th</sup> OCTOBER 2015 – (Appendix 1)
9. COMMUNITY CENTRE ADMINISTRATOR'S REPORT – Report 2577/FS – (Appendix 2)
10. EQUIPMENT LIST NOT INCLUDED IN THE LCC ADMINISTRATORS REPORT

We were asked at the last P&R when a request to purchase a replacement projector was considered to produce a list of equipment requirements, so that priorities could be identified. This report lists the requirements for the remainder of the financial year.

Having considered the audio visual needs of the LCC it is considered that a viable solution to provide facilities for the rooms are not at present covered Room 4, 7, 3, 1 and Café. A portable solution would be appropriate with screens on portable trollies, this would be a less expensive option than providing a further 4 projectors and screens.

The Equipment Budget stands at £3,542.25.

Immediate:	1 portable TV Stand	£225.00 (To mount existing screen)
	1 48" Panasonic Screen	£359.00 (To be installed above Café Door)
Later:	1 portable TV Stand	£225.00 (To mount additional screen)
	1 48" Panasonic Screen	£359.00
	Total cost to budget	£1,168.00 leaving £2,374.25

The P&R Rolling Capital & Renewals Budget stands at £14,932.45

This budget is to fund replacements and renewals plus other Capital items.

Later:	1 Optoma Projector	£478.33 (For Council use both within the LCC and at events and external presentations etc.)
	Total cost to budget	£478.00 leaving £14,454.45

The Committee is **requested** to agree the list and authorise the immediate expenditure of £584.00.

11. PERFORMING RIGHTS SOCIETY (PRS) AND PHONOGRAPHIC PERFORMANCE LICENCE (PPL)

It has come to light that the LCC only had a PPL that referred to background music, we have contacted the PRS/PPL regards rectifying the situation. They are prepared to put us on Community Groups tariff which is based on Income which over £10,000 is charged at 1% for both PPL and PRS. They are prepared to start the licence now and not charge in arrears. Therefore in the case of the LCC the predicted income is £143,500 which equates to £1,435.00 per licence a total of £2,870.

This is now due for payment and the Committee is **RECOMMENDED** to pay £2,870 from the Contingency and Miscellaneous Budget Heads and to add the cost to the 2016/17 Budget.

12. LORNA & LOTTIE'S REPORT - (Appendix 3)
13. BUDGET REPORT – 25<sup>th</sup> November 2015 – (Appendix 4)
14. 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 the public and press be excluded and instructed to withdraw (Contractual)

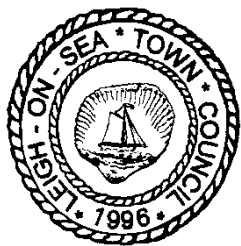
15. REVIEW AND RENEWAL OF ATTIC LICENCE AND REQUEST TO PROVIDE SUPPORT IN MAINTAINING THE ART WALL – Report 2576/TC (Confidential Appendix 1)



Paul Beckerson  
Town Clerk

26<sup>th</sup> November 2015

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



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## COMMUNITY FACILITIES POLICY DEVELOPMENT GROUP 26<sup>th</sup> October 2015

Present: Cllrs Richard Herbert (Chairman), Jill Adair, Mark Bromfield, Donald Fraser, Carole Mulroney, Helen Robertson and Vivien Rosier

In Attendance: Francesca Smith (Community Centre Administrator) and Paul Beckerson (Town Clerk)

### *The meeting opened at 7.03pm*

1. The purpose of the meeting was to consider and give feedback on the recommendations made in the Community Centre Administrator's report which was to go to the CFC meeting on 6<sup>th</sup> October and subsequently deferred to this PDG meeting.

### **MARKETING AND PROMOTION**

2. **Recommendation 1** – To leave Vision ICT to pursue a modern and local web design company.
3. **Recommendation 2** – To approach the two lowest tender web site providers for further quotes to also produce the Leigh Town Council Website.
4. **PDG Response** – To publish the ICT Vision Website as soon as possible and to seek alternative quotes of up to £4,000 for both websites.
5. **Recommendation 3** – To approve the Wedding Brochure and to print 500 copies at a cost of approximately £300.
6. **PDG Response** – To bring back an amended version to the next meeting for approval.
7. **Recommendation 4** – To use a fixed area of the LCC to advertise weddings, with a professionally printed banner and brochure.
8. **PDG Response** – The PDG did not favour a wedding only display but thought it should contain over functions taking place in the LCC.

### **BUILDING MAINTENANCE**

9. **Recommendation 5** – To improve the downstairs toilet facilities; To install additional and improved displays/noticeboards for flyers; To survey parents for their views on a buggy park, and potentially explore other options; To implement a gate on the ramp and improve flooring on the stage.
10. **PDG Response** – To immediately implement the improvements suggested for the Ground Floor Gents Toilet at a cost of £500; Not to proceed with the buggy park as outlined in the report but to investigate other options; To obtain costings for replacement noticeboards and to bring these to the next meeting for consideration; to implement the gate and cost up replacement covering for stage area.

## **BUSINESS DEVELOPMENT**

11. **Recommendation 6** – To amend the Terms and Conditions with immediate effect, as they highlight a more direct route of action for debtors and more clearly defined rules for cancellations and invoices.
12. **PDG Response** – Agreed, take to next P&R meeting for approval.
13. **Recommendation 7** – To trial Go-Cardless for 2-3 months with a selection of regular hirers to see how they and office staff manage it, a decision to fully implement this can be made after the trial has been completed.
14. **PDG Response** – Agreed to go ahead with the trial.
15. **Recommendation 8** – To remove the Commercial Rates and just have one single rate for all types of hirers.
16. **PDG Response** – To maintain the two rates and to review them when all the rates are next reviewed.
17. **Recommendation 9** – To remove event rates and just have one single rate for all hirers.
18. **PDG Response** – The PDG agreed that the rates should be reviewed and that a Task and Finish Group should be set up to consider the rates.
19. **Recommendation 10** – To invest in equipment that will boost interest and revenue in Weddings
20. **PDG Response** – To agree to the principle of the purchase and to approve a costed list at the next meeting.

***The meeting closed at 8.45pm***



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Town Clerk: Paul Beckerson

## COMMUNITY CENTRE ADMINISTRATOR REPORT – COMMUNITY FACILITIES MEETING - 1<sup>ST</sup> DECEMBER 2015

### 1. Marketing & Promotion

#### *Website:*

The Vision ICT website has now been launched. The plan is to keep this live until April 2016 when the first year will be completed to avoid paying any extra costs to Vision ICT. The website has been updated to include information of all regular classes at the centre as well as information for classes starting in the New Year. There are also event listings and an online “noticeboard” of flyers.

A further quote has been obtained from a local web design company (who were approached previously) asking them to include a quote to re-design the Leigh Town Council site as well as the community centre site. They have agreed that the additional site could be designed for half price. A total cost for the two sites would be £3324.00; full quote is attached along with images of example sites. This cost would be split between the Community Centre and Council Advertising Budgets.

**RECOMMENDATION** to accept the quote to redesign the Community Centre website at a cost of £1920.00 and recommend to P&R Committee to approve the redesign of the Council website in conjunction.

#### *Weddings & Functions:*

A brochure has been drafted with all information regarding Weddings & Receptions at the centre. Further information and images may need to be added. It also needs to be considered if local advertising is to be included. This would be ideally launched around February time. It is intended that full details and prices are included in the brochure for different Wedding Packages.

**RECOMMENDATION** to organise a Task & Finish group to finalise the wording and arrangement of the Brochure, and to consider prices for Wedding Packages

A design for a pop-up banner is being produced to advertise Weddings & Functions at the centre.

#### *Social Media:*

The LCC Facebook page continues to gain momentum with posts advertising events going out regularly and reaching hundreds of people. When the budget is reset next year part of the marketing fund will be allocated to “boosting” posts on Facebook to ensure they reach

our target demographic in the area. A Facebook page for the Farmers Market has now been created.

## **2. Staffing**

Graham has proposed that the caretaking staff comes in over the Christmas period when the centre is closed to the public to carry out painting and maintenance work in the reception and entrance ways to the building, causing no disturbances for anyone visiting the centre.

## **3. Volunteers**

A selection of volunteers have been interviewed and interest has increased since an advert was released in the Leigh Times.

Volunteer work such as delivering letters has already been undertaken and several volunteers have put their names down to help at the Leigh Lights.

It has been discussed that a quiz night could be organised by Cllr Mulroney on behalf of the Friends of the Community Centre for early next year to raise funds for the centre.

## **4. Liaison with other Organisations & Partners**

### *Children's Events:*

Worked with various outside companies to put together the "Spooky Half-Term Events Week" with various themed activities for children. The events were well received and 347 children attended throughout the week. A financial report is attached. The Echo also came to every event to take photographs which were published throughout the week.

Jacqson Diego, The Art Ministry and Blenheim's Children Centre all volunteered for The Pre-Parade Fun on 27<sup>th</sup> November for Leigh Lights.

Local schools will be visiting the centre during the second week of December to perform Christmas songs over lunchtimes for parents and carers.

The Pantomime has continued to sell tickets with two matinee performances now sold out.

Blenheim Children's Centre will be coming to the centre again on 22<sup>nd</sup> December to provide activities for children during the Christmas break.

The Art Ministry and JNA Castles are keen to work with us again and discussions are in place for February Half Term and the Easter Event.

### *Health & Wellbeing Fair*

Details have gone out about stalls for the Health & Wellbeing Fair on 16<sup>th</sup> January to local businesses and hirers with spaces being booked. The event will offer free taster sessions and talks and will be free to the public. All room hire & marketing costs will be covered by stall hire.

### *Easter Event:*

Entertainers have already been booked with emails being sent to all participants from last year inviting them to come back. A room plan is being designed. Stalls will be organised in due course. Regular hirers have been informed that the centre will be unavailable on 19<sup>th</sup> March.

### *Wedding Fair*

Plans for a wedding fair to be organised by the centre are also underway, however a date is yet to be finalised. This is likely to be around April 2016, with stalls of local businesses, and tours being offered for potential couples. The Essex Vintage Wedding Fair has booked the centre for their fair on 12<sup>th</sup> March 2016.



## 5. Building Maintenance

### *General Maintenance:*

Maintenance around the building will continue to be completed during quiet times and possibly during the Christmas closure period. A plan has been formulated to add in extra noticeboards and flyer holders around the building to stop congestion in the reception area and utilise more of the wall space to eliminate crowded noticeboards.

### *Flooring:*

Quotes for new flooring are currently being looked into by Graham for the reception area of the centre. The CCA will advise of full details at the February meeting.

### *Artwork:*

It is suggested that a mural or piece of artwork is then displayed in the reception as you enter the building, to make the centre more inviting. Ideally designed by a local artist or resident.

**RECOMMENDATION** for the CCA to source artwork for the reception area, possibly through a competition within local schools or throughout the town, costing for which will be brought to February CFC Meeting.

### *Buggy Park:*

Graham has been looking into cheaper alternatives for an outdoor buggy park. The CCA will continue to investigate further.

### *Curtains:*

Two quotes have been obtained for the curtains in Room 7 for £3229.30 and £3612.00. Graham has reviewed these and established that he is able to reduce this to a cost of £2977.94 by undertaking part of the installation himself and purchasing the curtain tracks for half the quoted price.

**RECOMMENDATION** to purchase curtains at a cost of £2977.94 with part installation done by the caretaking staff, the cost for which will be taken from the Community Centre Budget.

## 6. Health & Safety

The fire alarm is now fully functional. Training will be taking place to ensure that all caretaking staff understand the system fully and can complete weekly fire alarm tests.

The office staff and a group of LCC hirers attended Defibrillator Training provided by the East of England Ambulance Service.

A training session of the Evac-Chair has been organised in January for 4 caretakers.

A new panic button has been installed in the downstairs disabled toilet.

## 7. Business Development

### *Weddings & Functions:*

It is proposed that a small amount of the equipment budget is utilised to purchase items for Weddings & Functions at the centre. These could be available for separate hire charges and would ensure that a competitive service is offered in comparison to other venues in the area. Please see attached list of items.

**RECOMMENDATION** to purchase equipment for the use of Weddings & Functions detailed in the attached report, at a cost of no more than £600 to come from the Equipment budget.

*Film License:*

It is also proposed that the council purchase a Public Video Screening License for the centre in order to show films to the public. This would be great for children's events, cinema clubs for adults, and could be utilised for many more occasions. The license can be purchased from Filmbank Media who are the UK's leading film distributor, with a huge library of titles under them. The licence would be a one off yearly fee of £97.50 + VAT. For each film screening the council would just require a DVD copy of the film (no pirated DVD's or illegally downloaded copies) and to ensure that the film is covered by Filmbank Media. Due to the low cost of putting an event on means that we could keep entrance prices low for the community.

**RECOMMENDATION** to purchase a Public Video Screening License for the centre at a cost of £97.50+VAT in order to show films to the public for various events

*Terms & Conditions:*

The new terms and conditions have been approved and will be given to all new hirers as of 18/11/15. Existing hirers will be sent the new form to sign for the beginning of the New Year.

## 8. Matters Arising

*Wedding License:*

The wedding license at the centre expires in January 2016. An application to renew this is being completed on 1<sup>st</sup> December; the Southend registrar will be visiting the centre to ensure that everything is done correctly and that the centre is still a suitable venue for weddings. The license for 3 years is approximately £1600.

*Internet Issues:*

The Wi-Fi connection has been very poor lately which has led to complaints, refunds and a cancelled regular booking due to hirers not being able to connect to the internet. Additionally, best compliance practice is for a separate broadband line purely for Leigh Town Council access. The cost of implementing this line would be £115.00 for installation with £19.99 a month line rental and £27.00 a month for unlimited fibre optic broadband.

**RECOMMENDATION** to install an additional Broadband line to cope with the extra internet usage as specified in the report.

*Bursary Application:*

There has been an additional application for a bursary for a one off event for a Charity Quiz Night on 20<sup>th</sup> February 2016. Application form is attached. It would be ideal to offer the same 33% bursary for the event that was offered to previous applicants for one-off events. The budget is set for £700 for this half of the year; £550.25 has been allocated already.

**RECOMMENDATION** to recommend to P&R to offer a 33% bursary to the cost of £38.00 to reflect what has recently been offered to one off charity events.

*Helium Canisters:*

There has recently been several helium gas canisters left at the centre after children's parties. We have asked the persons responsible to collect these from the centre as they have to be returned to the supplier. If this continues to be an issue a clause may need to be considered for the terms and conditions.

#### **9. Feedback & Impact on the Community**

Nothing to Report

#### **10. Bookings**

Hirers have been contacted to ensure that they are all aware of the centre's closure over Christmas and to cancel any bookings that they do not require.

All regular bookings have been repeated into next year unless otherwise informed.

## Website Hosting

Website hosting includes the following:

- 500MB Web space
- Weekly co-located back-ups of the website data
- Email and phone technical support

## Project Pricing

Website design, development and CMS, responsive mobile site	£1,500
SEO consultation and optimisation	£320
Second website, includes: <ul style="list-style-type: none"> <li>• Design</li> <li>• CMS</li> <li>• Responsive</li> </ul>	£750
Website hosting (for both websites)	£200 per year
<b>Total (Ex VAT):</b>	<b>£2,770.00</b>
<b>VAT @ 20%</b>	<b>£554.00</b>
<b>Total (Inc VAT):</b>	<b>£3,324.00</b>

01702 483900

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**BOOKING ENQUIRY**

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DATE:

EVENT TYPE:

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**Welcome to Trust Links**

Trust Links is Southend's charity for wellbeing and mental health support. Through our Events, Trunkor Garden in Woodhill, Shopkeepers and our new site in Thurston, we offer therapeutic gardening and other services to help people through difficult times and find a path to recovery, but we also do so much more. Find out about our outreach, our work with schools and young people, how you can get involved and the many events we run through the year.

**Events**

Christmas Fayre 2015  
Sat 26th Nov 2015

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**Halloween Half-Term Finance Report**

Date	Event	Outgoing Cost	Incoming Funds	Attendants	Price Per Ticket
26/10/2015	Creepy Crawly Handling	£150.00	£325	108	£3
27/10/2015	Arts Ministry	£0.00	£0.00	71	£3
28/10/2015	Inflatable Day	£115.00	£334.00	115	£3
29/10/2015	Dance Workshops	£32.50	£45	15	£3
29/10/2015	Dance Workshops	£86.25	£76	19	£4
30/10/2015	Storytelling	£50.00	£57.00	19	£3
	<i>Total</i>	£433.75	£837	<i>Profit from Costs:</i>	£403.25

Date	Event	Room Hired	Cost		
26/10/2015	Creepy Crawly Handling	Lower Hall	£48.00		
27/10/2015	Arts Ministry	Lower Hall	£48.00		
28/10/2015	Inflatable Day	Lower Hall	£112.00		
29/10/2015	Dance Workshops	Room 4	£20.00		
29/10/2015	Dance Workshops	Lower Hall	£48.00		
30/10/2015	Storytelling	Room 7	£20.00		
		<i>Total</i>	£296.00	<i>Profit after costs &amp; hire:</i>	<b>£107.25</b>

## Equipment List for Weddings & Functions

### Item 1 – Ornate Easel/Stand



The easel would be used in the foyer or hall for couples wanting to display their table plans or any signs or large photographs on their Wedding Day. The easel itself could also be on constant display in the Centre as part of the “Wedding” Display to help advertise ceremonies & receptions at the Centre. This would also be suitable for various events where table plans need to be displayed such as dinner & dance nights, conferences or fairs.

Carved Wooden Easel - £60.00

*The Old Sack Store, Battlesbridge*

*\*This would require painting which Graham is able to organise.*

Other wooden frames available online are a cost of approx. £100 upwards, or metal frames are available at a similar cost.

### Item 2 – Chair Covers



Chair covers are an easy way to transform a space into something quite elegant for a wedding reception or function, and is quite often offered as standard by wedding venues.

Chair covers would be easy to buy in bulk online for a very reasonable cost; however we are then faced with storage and laundering issues. We would also still require hirers to get their own sashes and accessories for the chairs.

After contacting several local wedding event service companies it is quite apparent that if we were to work exclusively with one of these companies that we would be able to obtain a discount per chair cover.

Therefore we could liaise with the bride and cover company to ensure they can get exactly what they want for their day and add on an additional cost for ourselves for the admin work.

### Item 3 – Cake Stand & Cake Knife



By offering simple items such as a cake stand and knife it cuts down the amount that couples need to bring with them when setting up for their wedding and is a small detail which would be appreciated by couples on a tight budget.

Ideally we would choose a relatively plain set to compliment all themes and tastes and choose something that was quite hardwearing to allow for multiple use.

Around £70 for both items would be sufficient.



### Item 4 – Heavy Duty Clothes Rail with Wooden Hangers.

This is another item that would be appreciated by guests for any weddings or functions, as people tend to wear their best jackets and coats or hired items and would want to avoid them getting screwed up etc. It would be another simple touch that makes the centre feel more like an appropriate venue for weddings and functions, and could be utilised for all sorts of events.

Heavy duty clothes rails can be bought online for around £35.00, a 10 pack of hangers are approximately £5.00

### **Item 5 – Table Linens**

Wedding hirers currently have to supply their own table linens if they are not using our catering service. Personally I feel like this is a service that should be available as standard for any wedding. However, it is unrealistic for the Community Centre to handle the laundry aspect as well as issues regarding storage. “1<sup>st</sup> Class Linen Hire” are a company based in Canvey which supply various table linens. It could be beneficial to work with them to hire items for Weddings & Parties working their prices into our package costs. This could be managed in the same way as the chair covers.

### **Item 6 – Candy Cart with Sweetie Jars**



A growing trend at weddings is to now have a “Candy Cart” which supplies guests with an old fashioned style pick and mix selection. Many couples are favouring this over traditional wedding favours as a cheaper alternative. The centre could also utilise this for any parties or events of their own.

There are several options out there but there are many flat pack options available for under £300. The caretakers could build and paint the cart themselves to lower the overall costs.

Jars could also be purchased; these could be found very easily online or in homeware stores. We could also provide scoops or tongs for the sweets and paper bags. Again, these are easily found online and are very inexpensive. My suggestion is to have guests supply their own sweets, then they can have whatever they want and we don't have to worry about keeping a stock of sweets. The cart could also be used as part of displays for weddings and other events at the centre, or could serve other food items

i.e. popcorn, drinks, cupcakes etc. There is an issue of storage, however it could be hidden behind the screens in the lower hall, taken part each time and stored flat, or be used as a permanent display. Hygiene and admin issues will be taken into consideration when deciding a hire charge, a suggested charge for use of the cart would be around £30 - £50.



### Bursary Fund Application

All users of the Community Centre have to pay for the rooms they use for the Town Council recognises that there are some groups who offer a high value to the community but have little or no funding. These groups are invited to apply for a grant from the Town Council's bursary fund which will be used to offset or reduce the cost of room hire.

Newly formed community groups who are uncertain about their funding are also encouraged to apply.

Applicants should fill in the following application form and send to Leigh-on-Sea Town Council.

<b>Name</b>	MARTIN DIGGINES		
<b>Contact number</b>	01702 712115	<b>Email Address</b>	Martin.diggines@hotmail.com
<b>Name of group</b>		<b>Number of people in your group</b>	
<b>Date of application</b>	20 OCT 2015	<b>Date's the room will be required</b>	20 FEB 2016
<b>Cost of the room hire</b>	4 x £28 = £112	<b>The room you want to hire</b>	LOWER HALL 7 PM - 11 PM
<b>Goal of the group</b>	this is a one-off fundraising event for The Lullaby Trust. I will be hosting a quiz night for sponsorship money as I plan to run the 206 London Marathon		
<b>What benefit does the group give to the community</b>			
<b>Why do you require a bursary</b>	To ensure all funds for the evening go to The Lullaby Trust, a charity supporting parents who are affected by cot death.		
<b>Is your group assisting the economically disadvantaged?</b>		<b>The kind of group (legal entity)</b>	
<b>The groups income and expenditure</b>	N/A. Please attach a copy of your accounts		

Details can be found at [www.verginemoneygiving.com/martindiggines/](http://www.verginemoneygiving.com/martindiggines/)

Applicants will be considered every 6 months by the Leigh Community Centre Committee whose decision on the award of grants is final. Applicants will be informed of the result of their application within 14 days of the date of the relevant committee meeting.

Lorna & Lotties report for Leigh town council. November 2015.

We started trading in July and after a small loss in that month; we moved into school holidays and we have underwritten losses for both August and September (due to general lack of use during this period).

We had a meeting with the Chairman of the Town Council on the 29<sup>th</sup> of September 2015 and he requested that we extend our opening hours to accommodate Thursdays. As such we are now open from 0900 until 21.30 which accommodates regular hirers (a theatre group & Leigh camera club) and Saturday mornings (we stay open for the duration of any major events open to the public) but normally we are open 10.00 until 14.00. Therefore during October the café was open for around 40hrs per week and increase of 25% for what is a community facility.

The financial figures for October which are subject to PB'S AUDIT show a small loss of around £134.

INCOME	£4034.83
COSTS (food etc)	£1475.34
WAGES	£2693.87

We are comfortable with the current losses and are confident that providing the bookings develops further with events such as last half term; and hirers being asked to use both the café and bar facility then a regular income should be guaranteed. We are currently employing 11 staff and can confirm the development of the additional hours is running at cost. We have also underwritten staff training with 90% of the staff with at least level 1 in food management and 30% achieving level 2. This training continues and we hope to have 80% of staff trained to level 2 by March 2016.

The key to success is winning business for the Community Centre Catering & Bar Services and establishing a Community Ethos Café that totally funds itself and produces profit to cover any capital expenses in the future.

NH

<b>COMMUNITY FACILITIES BUDGET</b>					<b>2015/16</b>					
<b>INCOME</b>	Budget 2015/16	Income Received	Balance	% Received	<b>EXPENDITURE</b>	Earmarked Reserves	Budget 2015/16	Expenditure	Balance	% Spent
LCC Hire Income	£ 94,000.00	£ 68,952.72	£ 25,047.28	73.35%	LCC Expenditure	£ 15,164.73	£ 69,656.49	£ 40,590.60	£ 44,230.62	58.27%
LTC Premises Contribution	£ 25,000.00	£ 25,000.00	£ -	100.00%	LCC Staffing		£ 127,652.00	£ 62,717.93	£ 64,934.07	49.13%
Other Income	£ 3,241.48	£ 1,907.81	£ 1,333.67	58.86%	Highways Expenditure		£ 8,050.00	£ 608.00	£ 7,442.00	7.55%
Highways Income	£ 300.00	£ 300.00	£ -	100.00%	Highways Staffing		£ -	£ -	£ -	
LCC Fundraising		£ 746.16			Skate Park Expenditure		£ 4,400.00	£ 1,749.02	£ 2,650.98	39.75%
					Skate Park Staffing		£ 3,765.00	£ 1,963.46	£ 1,801.54	52.15%
<b>Total Income</b>	<b>£ 122,241.48</b>	<b>£ 95,860.53</b>	<b>£ 26,380.95</b>	<b>78.42%</b>	<b>Total Expenditure</b>	<b>£ 15,164.73</b>	<b>£ 213,523.49</b>	<b>£ 107,629.01</b>	<b>£ 121,059.21</b>	<b>50.41%</b>

**HIGHWAYS DETAILED BUDGET****2015/16**

<b>EXPENDITURE</b>	Earmarked Reserves	Budget 2015/16	Income	Expenditure	Balance	% Spent
School Crossing Patrols		£ 4,500.00		£ -	£ 4,500.00	0.00%
Bus Shelters		£ 3,000.00		£ 308.00	£ 2,692.00	10.27%
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	£ 300.00	£ -	100.00%
Staff Costs		£ -			£ -	
<b>TOTAL EXPENDITURE</b>	<b>£ 2,945.00</b>	<b>£ 8,050.00</b>	<b>£ 300.00</b>	<b>£ 608.00</b>	<b>£ 10,387.00</b>	<b>5.53%</b>

<b>SKATE PARK DETAILED BUDGET</b>				<b>2015/16</b>
<b>EXPENDITURE</b>	Budget 2015/16	Expenditure	Balance	% Spent
Rent	£ 50.00	£ -	£ 50.00	0.00%
Cleaning	£ 2,000.00	£ 627.12	£ 1,372.88	31.36%
Electricity	£ 450.00	£ 828.46	-£ 378.46	184.10%
Miscellaneous	£ 200.00	£ 293.44	-£ 93.44	146.72%
Grass Cutting	£ 700.00	£ -	£ 700.00	0.00%
Skate Park Maintenance	£ 1,000.00	£ -	£ 1,000.00	0.00%
Staffing Costs	£ 3,765.00	£ 1,963.46	£ 1,801.54	52.15%
<b>TOTAL EXPENDITURE</b>	<b>£ 8,165.00</b>	<b>£ 3,712.48</b>	<b>£ 4,452.52</b>	<b>45.47%</b>

<b>INCOME</b>	Budget 2015/16	Income Received	Balance	% Received	<b>EXPENDITURE</b>	Earmarked Reserves	Budget 2015/16	Expenditure	Balance	% Spent
Room Hire	£ 94,000.00	£ 68,952.72	£ 25,047.28	73.35%	Insurance		£ 2,800.00	£ 2,702.34	£ 97.66	96.51%
LTC Building Contribution	£ 25,000.00	£ 25,000.00	£ -	100.00%	Business Rates		£ 8,000.00	£ 5,544.00	£ 2,456.00	69.30%
Bursary Fund	£ 1,400.00	£ 429.75	£ 970.25	30.70%	Professional Fees			£ -	£ -	
LTC Events Hire	£ 600.00	£ 295.00	£ 305.00	49.17%	Utilities		£ 19,900.00	£ 11,394.67	£ 8,505.33	57.26%
Other Income		£ -	£ -		Catering		£ -	£ 1,241.48	-£ 1,241.48	
Coffee Machine Recovery	£ 1,241.48	£ 1,183.06	£ 58.42	95.29%	Infrastructure Costs + F&F (Capital)	£ 15,164.73	£ 4,156.49	£ 1,550.44	£ 17,770.78	37.30%
Elsie's Place Loan Repayments	£ 1,250.00	£ 1,250.00	£ -	100.00%	Cleaning & Waste / H&S		£ 6,500.00	£ 5,114.90	£ 1,385.10	78.69%
			£ -		Advertising		£ 3,000.00	£ 2,384.53	£ 615.47	79.48%
Grants Received		£ -	£ -		Security & Alarms		£ 2,300.00	£ 83.04	£ 2,216.96	3.61%
Friends Fundraising		£ 746.16	-£ 746.16		Internal Maintenance		£ 10,000.00	£ 6,711.10	£ 3,288.90	67.11%
					External Maintenance		£ 6,500.00	£ 1,867.11	£ 4,632.89	28.72%
					Miscellaneous		£ 2,000.00	£ 1,632.90	£ 367.10	81.65%
					Licences		£ 1,000.00	£ 145.50	£ 854.50	14.55%
					IT		£ 1,000.00	£ 218.59	£ 781.41	21.86%
					Janitorial Costs (Uniforms Etc)		£ 500.00	£ -	£ 500.00	0.00%
					Contingencies		£ 2,000.00		£ 2,000.00	0.00%
					Salaries (Admin)		£ 53,729.00	£ 26,052.38	£ 27,676.62	48.49%
					Salaries (Janitorial)		£ 73,923.00	£ 36,665.55	£ 37,257.45	49.60%
					Friend's Purchases	£ 512.34	£ 746.16	£ -	£ 1,258.50	0.00%
<b>TOTAL INCOME</b>	<b>£ 123,491.48</b>	<b>£ 97,110.53</b>	<b>£ 26,380.95</b>	<b>78.64%</b>	<b>TOTAL EXPENDITURE</b>	<b>£ 15,677.07</b>	<b>£ 197,308.49</b>	<b>£ 103,308.53</b>	<b>£ 109,164.69</b>	<b>52.36%</b>