



Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson

Notice is hereby given that a meeting of the **COMMUNITY FACILITIES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday 5th April 2016** at Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.30pm.

AGENDA

1. ELECTION OF VICE-CHAIRMAN
2. CHAIRMAN'S OPENING REMARKS
3. APOLOGIES FOR ABSENCE
4. TO APPROVE THE MINUTES OF THE CFC MEETING OF 2ND FEBRUARY 2016
5. DECLARATION OF MEMBERS' INTERESTS

COMMUNITY FACILITIES

6. BUS SHELTERS

The Acting Town Clerk is in correspondence with Southend Borough Council regarding the bus shelters and a meeting is scheduled on her return from annual leave. A report will be submitted at the next Committee meeting.

7. SKATE PARK

Cllr Owen will give a brief presentation.

8. STRAND WHARF – **Decision Item**

- Cllr Herbert will give an update presentation
- Memorial Plaques – report by Cllr Herbert

At an early stage in the development of the project, consideration was given to accepting donations in return for permission to affix small memorial plaques. At this time, conventional benching was being considered and it was intended, in line with SBC policy to allow the plaques in return for the cost of a bench c. £650. Over time several people have registered a request for a bench/plaque.

No final decision or progress has been made regarding this and the Committee is asked to consider the following:

- Do we wish to allow memorial plaques on Strand Wharf?
- If so what form should they take e.g. fixed to seating or a separate memorial with plaques attached?
- If allowed, what would be the donation amount and on what terms?

The Committee is asked to consider this matter in principal so that a full report can be prepared and submitted at the next meeting for approval.

- Terms & Conditions for users (Appendix 1)

It is **RECOMMENDED** that the Committee approve the Terms & Conditions of use of Strand Wharf

REFERENCES FROM COMMITTEES AND GROUPS

9. ARTS PDG – **Decision Item**

The Attic Licence has been prepared by a solicitor and we have taken their legal advice. It is **RECOMMENDED** that the Committee approve the use of this Licence and **REFER** the final decision to Council. A copy is available for viewing on request.

The artist's brief is attached as are the additions to the standard Terms & Conditions (Appendix 2). It is **RECOMMENDED** that they be approved by the Committee

10. ACTION PLAN PROFORMA (Attached)

This is now to be trialled by each Committee and therefore needs completion prior to the new administrative Council year to ensure continuity of business.

11. LCC PRICING STRUCTURE T&FG

A meeting has been held with many points for discussion and consideration. The Group will report further at the next Committee meeting.

COMMUNITY CENTRE

12. SCHEME OF DELEGATION REPORT 2592/HS (Appendix 3) – **Decision Item**

It is **RECOMMENDED** that the Committee amend the Scheme of Delegation adopted 4th December 2012 as contained in Appendix 2.

13. CIVIC BOOKINGS – **Decision Item**

Report by Cllr Herbert

The Community Centre budget runs separately to the Town Council budget whilst still forming part of our overall finances. As such E&L Committee has a budget to fund LTC events hosted in the Community Centre, such as the Spring Spectacular. Room hire for events sponsored by the Community Centre is covered by participation fees. Last year we hosted the Remembrance Parade and the request has been made to host this civic event again.

It is **RECOMMENDED** that the cost of civic events be sponsored by P&R Committee. The effect on the Council budget is neutral but this enables more transparency for residents with regard to the true net cost of the Community Centre.

14. COMMUNITY CENTRE ADMINISTRATOR'S REPORT – Report 2595/FS – (Appendix 4)

15. FACILITIES MANAGER'S REPORT – Report 2596/GD – (Appendix 5)

16. DISPOSAL OF ASSETS – **Decision Item**

Report by Cllr Herbert

The Community Centre purchased an outdoor monitor screen at a cost of £1,200. Unfortunately advertising permission for its display outside the Centre has been refused and it is **RECOMMENDED** that this screen now be sold.

17. COMMUNITY CENTRE REFURBISHMENT PROJECT

The writing group set up a while ago for the purpose of producing a Business Plan, has recognised the need for resources and expertise to be applied to the production of this essential document. It has been identified that the Business Plan will plan for development, refurbishment and to be a support document for grant and other funding. The Acting Town Clerk and Finance Assistant have been delegated with a clear remit to produce the final document in consultation with the writing group with an end date for production of mid-September.

18. LORNA & LOTTIE'S REPORT

Figures for January and February have been reviewed and show a significant increase in profit from 2015 figures. If March figures continue in the same vein, then the Community Centre can expect a contribution as Lorna & Lottie's will have broken even from starting in July 2015.

Three weddings were catered for in January, which is the main source of income and the café continues to 'tweak' the menu adding children's cereals, milk shakes and ice cream to the portfolio.

Current opening hours are:

Monday	09.00 - 15.00	and	18.00 – 20.00
Tues, Wed and Fri	09.00 – 15.00		
Thursday	09 - 15.30	and	16.00 – 21.00
Saturday	09.30 – 14.30		

The café is now open 43 hours per week and is employing 12 members of staff

FINANCIAL

19. BUDGET REPORT – 22ND MARCH – (Appendix 6)

20. CLASS EXPENDITURE (Appendix 7) – **Decision Item**

It is **RECOMMENDED** that the Committee agree the headings relating to Community Facilities with **REFERRAL** to Council thereafter. The same recommendation will be made to P&R with regard to their headings.

CONFIDENTIAL

21. MOTION TO EXCLUDE PUBLIC – THE PUBLIC BODIES (Admission to Meetings) ACT 1960

RECOMMENDED that in view of the confidential nature of the business to be transacted, members of the public and press be excluded from the meeting (SO 3d Contractual)

22. CONTRACTUAL CONSIDERATIONS AT STRAND WHARF (Confidential Appendix 1)



Helen Symmons
Acting Town Clerk
31st March 2016

Please Note:

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

Leigh on Sea Town Council Action Plan 2016 – 2020

Committee.....

Strategic Aim	Objective	Action	Timescale	Budget	Review
Take part in an open dialogue with the community to better understand their needs, and in turn explain how we will address these needs within the resources and powers available to the town council					
Provide high standard, value for money services to help to meet the needs and wishes of the community.					
Assist and encourage other bodies to provide high standard, value for money services to help meet the needs and wishes of the residents.					
Promote the best interests of the town for the benefit of the local community.					

Outline actions agreed May 2016

Enhance action plan agreed August 2016

Quarterly reviews and feedback due November 2016 and February 2017

Chair.....

Date.....

TERMS & CONDITIONS OF USE OF STRAND WHARF

1. **Interpretation** - The leaseholder of Strand Wharf is Leigh-on-Sea Town Council, referred to as the Council. The premises to be used shall be the paved area of Strand Wharf excluding the 7m extending from the entrance to Sea King premises.
2. **Applications for Use - An Application for Use does not constitute a Confirmed Booking for the use of the premises.** If the Council accepts the application the person signing the form shall be deemed to be the user and as such, the person responsible to the Council for the observance of these Terms and Conditions of using the premises. The User or his responsible representative is to be personally present during the period of use. Users planning a public event should additionally note that any event will require the permission of Southend-on-Sea Borough Council (SBC).

A Confirmation of Booking will be sent to confirm the use of the premises. The User must pay a returnable deposit of £150 with at least one month's notice prior to the event to enable the Council to notify Sea King of the proposed use. Please **DO NOT** begin publicity of the event until a Confirmation of Use has been received.

3. **Charges** – There will a charge of £1.00 for the use of the premises and if requested electricity may be provided for which a reasonable charge will be made.
4. **Use of Premises** - The User shall not use the premises for any purpose other than that described in the User agreement and shall not sub-let the premises or any part of it or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof. The consumption of food and drink is permitted where requested subject to SBC approval and environmental health guidelines. The User shall not fasten any flags, posters, balloons, advertisements, bunting, or any kind of decorations to any council provided object or furniture on the wharf (**Nails and screws cannot be used**), nor use any apparatus or furniture on the wharf other than previously agreed in writing and for the purpose for which it was clearly primarily designed.
5. **Cancellation of Use** - The Council shall be entitled to cancel the Use, if the Terms & Conditions are not met or if any sum is not paid by the Hirer by the date upon which it is due.
6. **Conditions of Use** - The User is responsible for ensuring that:
 - Collection of the Bollard key is made **before 4.30 p.m.** either on the day of use, or if at a weekend on the previous Friday. The keys must be returned to us once the premises are secured and the premises vacated by the time stipulated on the Confirmation of Use.
 - No nuisance is given to the businesses/residences adjacent to the premises.
 - The bollard is locked at the end of the Use period.
 - The premises are left clean and tidy and all rubbish taken off site including food waste and bottles and disposed of by the user.
 - The user will be responsible for ensuring the security and safe keeping of the wharf during and after the period of hiring until 12am on the day following the use.
 - If gazebos are being used these must be weighted
7. **Damage, Loss and Accident** - The User shall reimburse to the Council the amount incurred by the Council in making good any damage to, or loss of, the street furniture, paving, fixtures and fittings, flower displays or any article or equipment belonging to the Council arising directly or indirectly out of the use of the premises.

The user shall be responsible for their visitors, including their safety and well-being whilst attending the event or other use outside its use as a public wharf and shall provide a copy of their valid Public Liability Insurance policy. It is therefore, the responsibility of the User by way of indemnity to effect insurance against all claims, costs or demands in respect of personal injury and/or loss or theft of and/or damage to property howsoever suffered or incurred by any person or company whatsoever which may arise out of the hiring of the premises to the value of **£5,000,000. The council will require such insurance to be effected and the production of evidence of the same should members of the public be in attendance at an event. Failure to comply will result in the cancellation of the use.**

The Hirer shall indemnify the Council against all actions, claim, costs, demands and the like made against the Council and attribute directly or indirectly to the use of the premises on the Terms, Conditions, and Regulations herein contained.

8. **Force Majeure** - If either party is prevented or delayed in the performance of any of its obligations under the agreement by an event of force majeure then the effected party shall have no liability in respect of such prevention or delay.
9. **Maintenance of Good Order** - The User shall at all times be responsible for the supervision of the premises and maintenance of good order and shall ensure that no undesirable person is permitted to enter, remain or otherwise make use of the premises and that no-one trespasses on the premises other than its use as a public wharf. The Council is not required to provide such supervision in any manner.
10. **Licensing Act 2003** - The premises is not licensed under the Licensing Act 2003 therefore Music, Dancing and the sale of Alcohol is not permitted. However should a license for regulated entertainment be required the Hirer must obtain a Temporary Events Notice for the period of the use from Southend-on-Sea Borough Council and send an approved copy to the Council.
11. **Health & Safety** - It is the Hirers responsibility to properly carry out risk assessments and to ensure that all working practices comply with the codes of practice referred to below and all applicable laws, regulations, rules and industry codes of practice. A copy of the risk assessment is to be sent to the Council.
12. **Outbreaks of Fire** – The hirer to be aware of the action to be taken in the event of a fire, which will include calling the Fire Service on 999 and evacuating the premises. Entrance and exit routes must be kept clear at all times. For safety reasons the use of candles and other incendiary items are prohibited.
13. **Electrical Appliances Safety** - The Hirer shall ensure that any electrical appliances brought by them to the premises and used, shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Additionally a current PAT certificate must be displayed on any electrical appliance.
If the use of generators is required these must be silent diesel generators as permitted by SBC event regulations and under no circumstances will petrol generators or storage of petrol be permitted on the wharf.
14. **First Aid Cover** - The User is responsible for providing any required first aid cover.
15. **Prohibitions** - All use is subject to no alterations or additions being made by the User to the lighting, seating, flower displays, fixtures, fittings or other arrangements of the premises.
16. **Right of Entry and control** - Any duly authorised Officers of the Council on duty shall at all times have free ingress and egress to and from the premises and the user agrees to follow their instructions including where necessary an immediate termination of the hire and evacuation of the wharf. The User shall not prevent the Wharf's use as a public wharf during their use of the premises.
17. **No Rights** - The Confirmation of Use constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.
18. **Terms and Conditions.** All use is subject to the Council's standard terms and conditions in addition to these conditions.

ARTIST IN RESIDENCE BRIEF

Aims

The Leigh-on-Sea Town Council as Operator of the Leigh Community Centre (the Centre) aims for the Centre to be more than a facility for room hire within Leigh. It aims to add to the creative life of the community and nurture and develop talent within the town with a diversification of art forms.

The Artist in Residence Scheme (the Scheme) will contribute to the Operator's aims by

- allowing artists the opportunity to develop their work in a unique context.
- agreeing with the Operator's Art Group a programme of creative activities within the Centre designed to broaden the range of ages and capabilities involved in the arts
- contributing to the artistic life of the town, inspiring and being inspired by other artists, users and staff members who work at the Centre.
- broadening the types of experience in the Centre
- working with the Operator's Art Group in respect of internal exhibitions and displays within the Centre

The Operator is offering 12 month residency to an appropriate artist as a contribution to the artistic life of the Centre which exists for the benefit of the community of Leigh. The Operator is seeking artists from any art form which is appropriate to be carried out within the Centre who can:

- deliver an interesting and innovative arts programme within the Centre
- produce (a) piece(s) of work for display within a designated area of the Centre
- assist in the creation of exhibitions of all art forms within the Centre and the community art wall
- establish, in conjunction with the Operator's Art Group an outreach programme within the community of Leigh and liaise with other artists and art groups within the three districts referred to above to carry this programme forward
- source and advise on grant funding for the arts within the Centre and community

The Application and Appointment Process

Applicants shall be a resident of, or work or study within, the Borough of Southend, or the Districts of Castle Point and Rochford.

Applicants, whilst enhancing their own artistic ambitions, shall embrace all appropriate art forms in their programme of creative activities within the Centre.

Applicants shall provide two references (one financial).

Applicants will be required to submit and make a presentation of an outline programme of creative activities for the Centre to the Operator's Art Group as part of their application.

Applicants will be expected to show a broad understanding of the work of the Operator and the demographics of users of the Centre and to structure their creative programme accordingly.

The Operator's Art Group will short list, interview and appoint the Artist in Residence.

Facilities / Working Space

The Operator offers the Licence Area within the Centre for the Licence Period and will expect the Artist in Residence to immerse themselves in the life of the Centre and will be provide a designated space within the Centre for the Artist in Residence to display their own artistic productions for the duration of their residency.

The Operator will publicise the Artist in Residence's programme and activities through its magazine and website thereby giving them official recognition.

Evaluation, Accountability and Impact

Following the first month of Licence Period the Artist in Residence will be invited to present the detail of their intended programme of creative activities to a meeting of the Operator's Art Group. This meeting will also provide an opportunity for the Artist in Residence and Operator's Art Group to discuss and resolve any issues that have arisen during the 'settling in' period.

A second presentation to the Operator's Art Group by the Artist in Residence will take place at the end of the sixth month of the Licence Period. At this meeting, the Artist in Residence will be expected to explain, in detail, the progress and achievements of the agreed creative activities programme in terms of the Operator's aims for the Artist in Residence Scheme and also to share any information on progress towards their professional aspirations. The Artist in Residence will be invited to highlight any issues that require the attention of the Operator's Art Group and to outline plans for the second half of the residency.

A final evaluation will take place in the last month of the Licence Period in order to establish the Artist in Residence's contribution to the Operator's aims for the Scheme and also to identify positive developments for the Artist in Residence in terms of commissions, sales and raising their professional profile in the local community and beyond.

In order for the programme of an Artist in Residence to continue and improve, the Artist in Residence will provide feedback and suggestions to the Operator at the end of the Licence Period.

Financial and Licensing issues

The Artist in Residence will occupy the Licence Area under a Licence and subject to payment of a monthly rental and on such other terms as described therein in the Licence.

The Operator will set aside a sum of £500 from the Licence Fee Payments to finance and commission a legacy piece of art from the Artist in Residence for permanent retention by the Operator.

No Artist in Residence shall be eligible to apply for the position again within a period of 5 years following their residency.

Copyright and Ownership

The copyright and all intellectual property rights in the created works and/or documents will remain vested in the Artist in Residence or the person responsible for their production.

Additions to standard Terms and Conditions

The Licence Area is unsuitable for class tuition or group activities. If the Artist in Residence wishes to carry out such activities within the Centre they will be required to hire a room within the Centre subject to the usual hire arrangements and terms and conditions of the Centre.

The Artist in Residence may decorate and refurbish the Licence Area by agreement with the Operator at their own expense and on determination or expiry of the Licence shall reinstate the Licence Area to its former condition unless otherwise agreed in writing with the Operator. Any works undertaken by the Artist in Residence in the Licence Area shall be agreed in advance in writing with the Operator and implemented to the satisfaction of the Operator's professional advisors and such work and such satisfaction shall be obtained at the Licensee's expense.

Mechanical, electrical or other equipment installed in the Licence Area shall not be operated unless the Artist in Residence is in attendance to supervise it at all times. For any liquid or chemical substances such as glaze, powder, paint, cleaning materials etc the Artist in Residence shall provide the Operator with the relevant supplier's COSHH instructions in respect of prevention of health and hazard risks. The Artist in Residence shall provide a risk assessment to the Operator in respect of any hot works to be undertaken in the Licence Area - such as using an iron, hot wax for batik, use of a kiln etc. Hot works such as welding, angle grinding, use of blow torches are strictly forbidden in the Licence Area.

The Licensee shall at their own expense and to the entire satisfaction of the Operator make good any damage caused to any part of the Licence Area or Centre in the exercise of the rights conferred by this Licence or the programme agreed under the Brief.

The Licensee shall keep the Licence Area and any other part of the Centre allocated to them under the Brief clean and tidy at all times and shall not place in the Licence Area or the Centre anything that would constitute an obstruction or a risk to the health and safety of anyone working or visiting the Licence Area or the Centre

The Licensee shall comply with all legislation, health and safety requirements and regulations made by the Operator relating to the Licence Area and the Centre and its operations

The Licensee shall only have access to the Licence Area or the Centre during the opening hours of the Centre unless otherwise agreed with the Operator at which times a caretaker or other member of the Operator's staff shall be present and the cost of such presence shall be deemed outside the monthly rental arrangement and shall be charged to the Licensee

The keys to the Licence Area shall at all times be the property of the Operator and shall be held by them at all times and the Licensee shall only gain access to the Licence Area having obtained the keys from the Operator and signed in to the Centre. On leaving the Centre the Licensee shall ensure that the Licence Area and any equipment therein is safe and secure and shall return the keys to the Operator and sign out of the Centre

The Licensee shall be responsible for all Insurance as applicable to their operation and their use of the Licence Area and the programme agreed under the Brief within the Centre and shall deposit a copy of such Insurance with the Operator.

This Licence is personal to the Licensee and the Licensee shall not assign or purport to assign or deal with it in any other way and shall not share or allow any other person to use or act under this Licence in the Licence Area

The Artist in Residence will be a co-opted member of the Operator's Art Group.



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Report 2592/HS

LEIGH COMMUNITY CENTRE - SCHEME OF DELEGATION

At LCC Committee 4th December 2012, it was **RESOLVED** to delegate the following to the LCC Manager (items in black):

Staff – Janitorial	hiring appraisals deployment hours of work training temporary staff/overtime	TC & FM TC FM FM TC & FM TC
Building	maintenance/repair up to £2,000 in line with FR for any one occurrence use of space	FM (amend to in line with FR) FM & CCA
Health & Safety	implementation	FM
Utilities	contracts and services up to £2,000 in line with FR for any one occurrence	FM
Hiring	day-to-day, events applying room rates and other charges	CCA CCA & TC
Business Development	implementation	CCA
Equipment	purchase, replacement or repair up to £1,000 in line with FR for any one occurrence	FM
'Friends' donations	usage policy	CCA
Marketing	placing routine adverts initial web site design web site maintenance proactive press releases	CCA CCA CCA CCA
Volunteers	Training CRB checks Deployment Safety hours	VC VC VC VC VC
Budget	preparing in conjunction with the Chairman spending in conjunction with the Town Clerk in line with FR	TC, FM & CCA FM & CCA

With the role of LCC Manager no longer in existence it is **RECOMMENDED** that the Committee apply the Scheme of Delegation as indicated in red.

TC – Town Clerk
 FM – Facilities Manager
 CCA – Community Centre Administrator
 VC – Volunteer Co-ordinator

FR – Financial Regulations

COMMUNITY CENTRE ADMINISTRATOR'S REPORT – COMMUNITY FACILITIES COMMITTEE – 5th APRIL 2016

Marketing & Promotion

Website:

The invoices for the website were paid in 2015/16 financial year. Access has now been given to the online Content Management System so the website is being updated and should be ready to launch within the next month.

Weddings & Functions:

The wedding brochure has been finalised however a few more testimonials are required before this is completed. This will be ready to go to print before the end of April.

Lighthouse Media Group are producing an online wedding brochure on behalf of Southend Borough Council. A third of a page advert is being negotiated

Marketing Budget:

A plan is to be produced to programme the marketing budget for 2016/17 to ensure that this is used strategically and covers events and the Centre itself effectively for the whole year.

Administration

Some issues have arisen with the EDGE facilities system that have been causing problems when recording income and producing invoices. EDGE has been informed but as yet these bugs have not been rectified.

All regular hirers were asked for prompt attention to their April invoices so the income could be included in the 2015/16 financial year and thus far a large portion of these have already been paid. All invoices for January and February have been paid and very few are outstanding for March.

A PDG has discussed the different rates for using the Centre. Various options will be evaluated and reported at the June CFC Meeting with a planned proposal of changes.

Contact has been made by Shields, who are a charitable group that are looking at extending their "Keep Safe" scheme (which has already been started in Southend) into Leigh. The scheme intends to help adults with learning disabilities and autism so they can identify themselves as vulnerable and can ask to use the phone at venues signed up to the scheme. Shops within the town will also be asked to take part as they are in Southend. This is a very worthwhile community assistance we can give and the office staffs are happy to go ahead with this as it would be of minimal impact.

Bookings

Several new classes have been booked recently as well as regular hirers making additional bookings. The weekends are now becoming quite full with events and children's parties.

South Essex Homes made enquiries about opening a further "Hub" in the Centre to compliment the Hub in Southend. They aim to help people in the community to learn how to use computers and the internet as well as providing "help desk" style appointments with different groups such as Citizens Advice Bureau etc. They would potentially book Rooms 8 &

9, all day 2 – 3 times a week and have been asked to put forward a proposal of how they would require this to work.

Events

Previous

February Half Term:

The Peter Pan activities proved to be very popular over the week, with a large amount of enquiries and a lot of positive feedback received. In total 158 children attended the different events over the week and after deducting monies for hall hire and entertainer costs a profit of £43.25 was made.

Book Fair:

The book fair held on 12th March also proved to be a very popular event. There were 25 stalls in attendance on the day, after deductions were made for hall hire this created a £175.00 profit for the event that has been placed in the “Friends of the Community Centre” Fund. An additional £19.50 was also raised from selling the second hand books donated to the centre. A date for the next book fair is being arranged for September.

Upcoming

Easter Activities:

A small variety of Easter themed activities have been organised for the half term break.

Wedding Fayre:

A wedding fayre is being organised for Saturday 21st May. Several stalls have already been signed up at a charge of £40 for the day. It has also been organised for a local wedding decorating company to decorate rooms 4 & 7 ready for a wedding reception and ceremony so they can be shown off on the day. The Essex Bride magazine will also be attending and giving away free copies to brides attending the event.

Quiz Night:

Father Clive has agreed to run a quiz night at the Centre on Friday 27th May

May/June Half Term:

A further programme of themed children’s activities will be organised over the May half term.

Building Maintenance & Updates

Attic:

The attic has now been vacated.

Noticeboards:

Some noticeboards have been found in the attic and will be put up in the next few weeks around the foyer areas to increase the amount of flyers and posters on display in the Centre.

Café Area:

Neil Harding is looking into purchasing paint to redecorate the café. A quote has been obtained to replace the lighting, and work will be commencing in due course.

Buggy Park:

A plan was formulated to install a car port at the back of the building to use as a buggy park, with a rail and bike lock style system for securing buggies at a cost of approximately £2000.

After several discussions and obtaining feedback from parents, it has been decided that it would not be financially viable to go ahead with an external buggy park as it is felt that this would not be utilised by parents.

Feedback has shown that parents would be reluctant to leave their expensive buggies outside unsupervised and subject to cold and wet weather conditions.

There is also the issue of items left in buggies and also making sure that buggies with detachable car seats are able to be fully secure. Concerns have arisen that stolen items could be claimed on the Centre's insurance, resulting in an increased premium. The area in which the buggy park would be situated is not covered by CCTV. There are also concerns that this would decrease the amount of parents that use the café after their sessions or even use the Centre at all.

Of late congestion due to buggies has dramatically reduced, where possible empty rooms are being allocated as buggy parks and staff are endeavouring to keep all walkways clear at all times.

TV Screen:

There is a plan to install the television screen above the doors to the café. This will list all daily classes and can promote events.

Feedback & Impact on the Community

Complaint regarding noise:

Several complaints have been received by the same resident who lives adjacent to the Centre regarding music events being held in the evenings.

Kingspan Insulation has now been installed over the windows as a temporary measure to help reduce noise complaints. After another band night event on 18th March no complaints were received from the resident.

Facilities Managers CFC report

Building Maintenance

We have had a few ongoing problems with the new curtains in room 7. The first set of curtains did not hang properly they had bunches of material above the tape line for the draw strings. The second set had the same fault but only on the right hand curtain. These have now been taken away to be altered. We are awaiting them to be returned.

The sills around the window above the seated area in cafe are on my agenda to do this coming month.

Allotments

The water tank instillation at Marshal Close is nearly complete. We are just waiting for a bracket to hold the tap on the top of the post. All the water services are back on for the public to use.

The 2 allotment plots at Manchester Drive have been cleared by Southend Council Parks department. This work has taken a lot longer than expected due to the fact that the plots have been fly tipped onto by other allotment holders as fast as we clear it its back again. This has caused no end of problems for the allotment officer and me. The community payback team was clearing the plots for us but pulled out after glass was dumped on the 2 plots leaving us no option but to pay to have the rubbish removed.

Lift

The Lift is still in need of some remedial work. We are in negotiations with the lift company to sort this out. The work that is outstanding should have been carried out under our service plan. There has also been some damage to the lift panels as the panel removal tool has been removed from the lift area. I am awaiting a quote. We will then negotiate with regards to work not being carried out last year.

Cafe

We have received a price for the replacement of the lights in the cafe area. This has come in at £910.00 for 3 LED replacement lights and to lengthen the 5 drops from the pendant lights above the bar I feel this is somewhat excessive and will be getting extra quotes. Neil is going to provide the paint to redecorate the cafe once the lights are changed.

Sound Proofing

After much investigation we have started to sound proof our lower hall. We have spoken to several sound engineers and sound proofing companies who have given us lots of free advice. After a conversation with Metal I have been informed that they had a sound test done on the building some 3 years ago. This has helped a lot as we have now had a successful evening's entertainment with no complaints.

We have fitted 100mm expanded foam sheets to the outside of the lower halls windows this helps to stop the sound travelling out towards the building next door.

On the night of the 18th our last loud night I measured the volume of music at source that was 102DB in the middle of the lower hall.

85 DB just outside the lower hall in the adjacent alleyway.

I also metered the sound level in the rear garden of a previous complainant's flat.

There was no reading on the meter from the community centre it only picked up the noise from the main road outside.

Staff

Recently we parted company with caretaker. This has left somewhat of a hole in our staff that I have been filling. We are advertising for a full time apprentice to join our team. We have taken this opportunity to take on a full time member of staff as with other commitments coming up I am finding it increasingly difficult to staff the centre at all times and not include myself on the rota for set ups and cleaning. This is most relevant when staff require days off for holidays or appointments.

Day to day

The caretaking staff is doing a great job keeping the centre clean and tidy also making sure our client base have all that they may need for their hire.

We have had the opportunity to clear and tidy the attic space after it was vacated earlier this month. All of our belongings that we have a need to pack away have now all got homes again. The scaffold tower has been moved from the back ally up to the attic also the staging that is use for carols on the wharf is now away safely.

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	£ 105,519.22	-£ 11,519.22	112.25%	LCC Expenditure	£ 15,164.73	£ 71,576.49	£ 64,979.20	£ 21,762.02	90.78%
LTC Premises Contribution	£ 25,000.00	£ 25,000.00	£ -	100.00%	LCC Staffing		£ 124,661.17	£ 102,701.94	£ 21,959.23	82.38%
Other Income	£ 3,694.35	£ 2,693.65	£ 1,000.70	72.91%	Highways Expenditure		£ 5,436.03	£ 2,135.00	£ 3,301.03	39.27%
Highways Income	£ 300.00	£ 300.00	£ -	100.00%	Highways Staffing		£ -	£ -	£ -	
LCC Fundraising		£ 1,019.05			Skate Park Expenditure		£ 4,400.00	£ 2,327.61	£ 2,072.39	52.90%
					Skate Park Staffing		£ 3,767.27	£ 3,259.78	£ 507.49	86.53%
Total Income	£ 122,994.35	£ 134,531.92	-£ 10,518.52	109.38%	Total Expenditure	£ 15,164.73	£ 209,840.96	£ 175,403.53	£ 49,602.16	83.59%

SKATE PARK DETAILED BUDGET				2015/16
EXPENDITURE	Budget 2015/16	Expenditure	Balance	% Spent
Rent	£ 50.00	£ 50.00	£ -	100.00%
Cleaning	£ 2,000.00	£ 842.27	£ 1,157.73	42.11%
Electricity	£ 450.00	£ 567.51	-£ 117.51	126.11%
Miscellaneous	£ 200.00	£ 305.64	-£ 105.64	152.82%
Grass Cutting	£ 700.00	£ 550.00	£ 150.00	78.57%
Skate Park Maintenance	£ 1,000.00	£ 12.19	£ 987.81	1.22%
Staffing Costs	£ 3,767.27	£ 3,259.78	£ 507.49	86.53%
TOTAL EXPENDITURE	£ 8,167.27	£ 5,587.39	£ 2,579.88	68.41%

HIGHWAYS DETAILED BUDGET					2015/16	
EXPENDITURE	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		£ 1,835.00	£ 1,165.00	61.17%
New Bus Shelters		£ -		£ -	£ -	
Highway Infrastructure	£ 2,945.00	-£ 2,613.97		£ -	£ 331.03	0.00%
Bollards		£ 250.00		£ -	£ 250.00	0.00%
Phone Box		£ 300.00	£ 300.00	£ 300.00	£ -	100.00%
Staff Costs		£ -			£ -	
TOTAL EXPENDITURE	£ 2,945.00	£ 5,436.03	£ 300.00	£ 2,135.00	£ 6,246.03	25.47%
Transfer to Strand Wharf CFC Minute 50						

Community Facilities Committee 5th April 2016 – Budget Report 22nd March 2016 - Appendix 6

INCOME	Budget 2015/16	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2015/16	Expenditure	Balance	% Spent
Room Hire	£ 94,000.00	£ 105,519.22	-£ 11,519.22	112.25%	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	£ 7,920.00	£ 80.00	99.00%
Bursary Fund	£ 1,400.00	£ 762.00	£ 638.00	54.43%	Professional Fees			£ -	£ -	
LTC Events Hire	£ 600.00	£ 295.00	£ 305.00	49.17%	Utilities		£ 19,900.00	£ 16,614.23	£ 3,285.77	83.49%
Other Income		£ -	£ -		Catering		£ -	£ 1,751.31	-£ 1,751.31	
Coffee Machine Recovery	£ 1,694.35	£ 1,636.65	£ 57.70	96.59%	Infrastructure Costs + F&F (Capital)	£ 15,164.73	£ 4,156.49	£ 4,601.15	£ 14,720.07	110.70%
Elsie's Place Loan Repayments	£ 1,250.00	£ 1,250.00	£ -	100.00%	Cleaning & Waste / H&S		£ 6,500.00	£ 6,330.56	£ 169.44	97.39%
			£ -		Advertising & Website		£ 4,920.00	£ 4,862.85	£ 57.15	98.84%
Grants Received		£ -	£ -		Security & Alarms		£ 2,300.00	£ 129.51	£ 2,170.49	5.63%
Friends Fundraising		£ 1,019.05	-£ 1,019.05		Internal Maintenance		£ 10,000.00	£ 7,684.25	£ 2,315.75	76.84%
					External Maintenance		£ 6,500.00	£ 1,867.11	£ 4,632.89	28.72%
					Miscellaneous		£ 2,000.00	£ 2,141.71	-£ 141.71	107.09%
					Licences		£ 1,000.00	£ 4,713.00	-£ 3,713.00	471.30%
					IT		£ 1,000.00	£ 791.18	£ 208.82	79.12%
					Janitorial Costs (Uniforms Etc)		£ 500.00	£ -	£ 500.00	0.00%
					Contingencies		£ 2,000.00	£ 2,870.00	-£ 870.00	143.50%
					Salaries (Admin)		£ 52,826.46	£ 43,616.53	£ 9,209.93	82.57%
					Salaries (Janitorial)		£ 71,834.71	£ 59,085.41	£ 12,749.30	82.25%
					Friend's Purchases	£ 512.34	£ 1,019.05	£ -	£ 1,531.39	0.00%
TOTAL INCOME	£ 123,944.35	£ 134,462.87	-£ 10,518.52	108.49%	TOTAL EXPENDITURE	£ 15,677.07	£ 196,237.66	£ 167,681.14	£ 43,721.25	85.45%
					See minute 56 CFC 1/12/15					
					See minute 74 P&R 5/1/16 from Reserves £2,770					



Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Carole Mulrone
Town Clerk: Paul Beckerson

Report 2585

Budget Headings Defined as Classes of Expenditure under Financial Regulations 4.1 and 4.2

Financial Regulation 4.1 and 4.2 state as follows:

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget as approved by Council. This authority is to be determined by:
- The Council for all items over £5000;
 - A duly delegated Committee of the Council for items over £1,000;
 - The Clerk, in conjunction with Chairman of Council or Chairman of the appropriate Committee, for any items exceeding £250 but below £1,000;
 - The Clerk for items below £250

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk and where necessary also by the appropriate Chairman. Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated standing committee. During the budget year and with the approval of council Policy and Resources Committee or if so delegated a standing committee having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

Report 2385 in July 2014 defined the classes of expenditure for the then Leisure, Foreshore and Environment and approved as Minute 15 LFE 17th July 2014.

15. BUDGET Report 2385 – 10th July 2014 (Appendix 3 to the Agenda)

The Committee discussed what were to be considered as a class of expenditure under Financial Regulation 3.2 (New Model 4.2). The Committee **RESOLVED** that the following would be main budget heads grouped as below:

Community Transport
Farmers Market
Strand Wharf
Leigh Lights
Skate Park (N.B. now part of Community Facilities)
Paddling Pool

General services including

Flower baskets, First Aid Provision, Grants to outside organisations, Good for Leigh, Electric Point LHC, Town Guide, Community initiatives and recreational facilities

General Events including

Leigh Maritime Festival, May Day, Carols on Strand Wharf, Easter Event, WW1/LCC Centenary, Events/Inflatables, Events Equipment

At the time this process was not undertaken for the other Committees and this report seeks to correct that position.

Community Facilities Committee (Proposed Items designated as a class of expenditure under FR 4.1 and 4.2)

Skate Park Budget (All)

Highways Budget (All)

Leigh Community Centre Budget

Insurance

Business Rates

Utilities

Infrastructure Costs and Fixtures and Fittings

Cleaning, Waste and Health & Safety

Advertising and Website

Security and Alarms

Maintenance including (Internal and External)

Other Costs including

Miscellaneous, Licences, IT, Janitorial Costs, Contingencies

Policy and Resources Committee (Proposed Items designated as a class of expenditure under FR 4.1 and 4.2)

Elections

Community Engagement

Volunteer Programme

Renewals Fund

Capital Fund

Other R&R Costs

Bursary Fund, Localism Act, Furniture and Equipment, Legal Costs and Civic

Office and Premises (All)

Council

Salaries (All)