



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 Carole Mulroney
Vice Chairman: Cllr Helen Robertson
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 7th June 2016** at 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. DECLARATION OF MEMBERS' INTERESTS
4. TO APPROVE THE MINUTES OF THE CFC MEETING OF 5TH APRIL 2016
5. PUBLIC REPRESENTATIONS

COMMUNITY FACILITIES

6. SKATE PARK – (Appendix 1)

To receive Report 2596/HS.

7. STRAND WHARF

- The Acting Town Clerk will provide an update on the progress of the project
- Memorial Plaques – report by Cllr Herbert
- Terms & Conditions for users (Appendix 2)

It is **RECOMMENDED** that the Committee approve the Terms & Conditions of use of Strand Wharf. These terms have been adapted from the existing Southend Borough Council Terms and Conditions which relate to Strand Wharf.

COMMUNITY CENTRE

8. LCC PRICING STRUCTURE – (Appendix 3) **DECISION ITEM**

There has been a T&FG meeting regarding this and a full staff meeting to consider implications of the present system. As a result, a new pricing structure with **RECOMMENDATIONS** is attached.

9. COMMUNITY CENTRE ADMINISTRATOR'S REPORT **FOR NOTING** – (Appendix 4)

10. FACILITIES MANAGER'S REPORT **FOR NOTING**

A verbal report will be given at the meeting

11. COMMUNITY CENTRE REFURBISHMENT PROJECT

Due to current staffing constraints and available funding from Essex University to support an Intern, it is **RECOMMENDED** that an application be made to seek an appropriate graduate for 3 months to write a comprehensive and professional Business Plan. To qualify for funding, the applicant has to be in place by 30th September. Funding will be from the Intern Budget and therefore is to be **REFERRED TO P&RC**. The Acting Town Clerk will submit full financial recommendations at that time.

12. LORNA & LOTTIE'S REPORT

April's figures show a fifth month of profit in a row and May and June are expected to be good trading months. Net profit since the beginning of January is £1,997.19. The café affordable art wall has its first exhibition and the new furniture has been installed in the quiet area.

13. REQUEST FROM SBC TO USE CENTRE AS A FUNCTION REST CENTRE

SBC would like to use the Community Centre as a function rest centre for the west side of Southend. In the event of an emergency/crisis it could be that the Centre would be used operationally for approximately 48 hours maximum. During the crisis period, volunteers would assist. SBC would provide any specialist equipment and volunteers.

It is **RECOMMENDED** that the Committee approve this request and the Acting Town Clerk complete all the required paperwork required to formalise the arrangement.

FINANCIAL

14. BUDGET REPORT – 31ST MARCH – (Appendix 5)



Helen Symmons
Acting Town Clerk
2nd June 2016

Please Note:

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



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Report 2596/HS

Two Tree Island Leisure Plaza

The initial ideas put together by LTC and Dave Watson were presented to the Head of Culture and the Group Manager, Planning and Building Control at SBC to receive advice and guidance regarding the project and whether a future for it existed.

It was confirmed that the land is green belt and therefore only possible for outdoor leisure with open recreation structures acceptable. SBC own the road onto the Island. It was believed that the current skate park was located at its present site as this area was least affected by land fill as the remainder of the area is historically filled land and therefore could be fraught with difficulties. The land could not be excavated without the inclusion of Environmental Health to safeguard the area. The ground is movable and there has been sinkage which is why the football pitches did not remain.

It would be the recommendation that any hard standing leisure surfaces e.g. a skate park remain on the northern site and that the southern part of the site be for recreational use sympathetic to the environment and not over engineered. Soft landscaping would probably not require land testing but a GPRS survey could be useful. Natural England will need to be involved through the construction phase regarding ecology issues.

The civic tip is a possible issue with regard to access and SBC would be concerned with that along with general access across the railway bridge to the site and footpath access. It is recommended that a Highways Safety audit be undertaken with regard to accessibility to walking to the site as possibility improvements would be required.

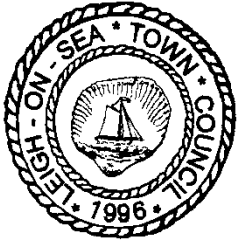
The existing car parking was noted and thought that it unlikely that a provision of additional parking was required. However it was suggested that a survey of the existing parking would be useful to demonstrate sufficient capacity. Our volunteer programme lends itself to this.

A community survey to the proposition should be undertaken as this would be expected to be completed to help source successful external funding.

With regard to proposed leisure activities, the area should be aimed at all ages and an outside adult gym plus boules/petanque would be advantageous. Grass football pitches would seem the better option on the southern side with flexibility to use for other sports. Any play equipment should be kept as natural as possible to ensure sympathetic to the overall environment e.g. wooden play structure. The inclusion of a cycling feature would be important and could be designed by a local school.

The Parks department would be able to offer advice and assessment of needs in the area and an initial approach to them will be made by the Head of Culture. There might be the need for the provision of toilet facilities which would complicate the project but services are available e.g. water as it was thought toilets had been located on the site at some point in the past.

LTC would not need to have a lease over the land but would be expected to support the maintenance of the site. Any applications could be made for the whole project but would not need to be completed in one go.



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INDEX

1. **Definitions**
2. **Payment**
3. **Refusal of Booking and Cancellation**
4. **Power, Generators, Liquefied Petroleum Gas (LPG) and Electrical or other Equipment**
5. **Emergencies**
6. **Use of the Venue**
7. **Right of Entry**
8. **Assignment**
9. **Prohibition**
10. **Broadcasting and Television**
11. **Advertising**
12. **Fly Posting**
13. **Permits and Licences**
14. **Health and Safety**
15. **Indemnity and Insurance**
16. **Catering**
17. **Traders**
18. **Collections or Lotteries**
19. **Supervision of Children**
20. **Variations**

1 Definitions

- 1.1 "Conditions" means these booking conditions which shall form part of the contract between the Council and the Event Organiser
- 1.2 "Council" means the Leigh-on-Sea Town Council and includes its successors in title.
- 1.3 "Event Activity" means the purpose for which the Event Location has been booked
- 1.4 "Event Organiser" means the individual, company or the representative of the organisation booking Strand Wharf who pays any fees or charges due under clause 2 below. This booking is personal to the Event Organiser and this consent may not be transferred or sublet to any other person.
- 1.5 "Town Clerk" means the Town Clerk of the Council or duly authorised officer.
- 1.6 "Wharf" means Strand Wharf

2. Payment

- 2.1 Payment of all fees and charges must be made in full on receipt of the Event Invoice. If payment is not received the Council shall have the right to cancel the booking immediately.
- 2.2 The Event Organiser will be liable for the full cost of the provision of any services (where

available) by the Council, e.g. electricity, water over and above the hire charge for the Event/Activity.

2.3 There will be a user fee of £25 for each application

2.4 A returnable deposit of £150 is to be paid with at least one month's notice prior to the event

3. Refusal of Booking and Cancellation

3.1 The Council reserves the right to refuse any application for the use of Strand Wharf without being required to give any reason for such refusal.

3.3 Cancellation by the Event Organiser of a booking must be in writing/by email and the effective date (working day) will be the receipt of such information by the Council.

3.4 On cancellation of the booking the Event Organiser shall be liable to the Council for the whole of the user charge together with any additional expenses incurred by the Council subject to the discretionary power of the Town Clerk to vary this provision in appropriate cases.

3.5 Event Organisers who do not take up their commitment for any reason or fail to notify the Council in writing of cancellation shall forfeit any user charge and deposit paid.

4. Power, Generators, Liquefied Petroleum Gas (LPG) and Electrical or other Equipment

4.1 The Council may be able to provide a 16amp or 32amp electrical power, for which a usage charge will be payable. You are required to comply with all conditions laid down by the Council regarding the use of such power supply and charges will be confirmed on application.

4.2 Petrol generators **are not** permitted.

4.3 Silent **diesel** generators may be permitted and you will be notified if permission is granted for you to have a generator on the site. Terms for permitted use are as follows :

- The Event Organiser must ensure that the generator is protected by suitable covers or barrier so as to prevent access by members of the public.
- Generators must not produce excessive fumes or leak oil or fuel.
- The generator must be switched off for refuelling and care should be taken to avoid fuel spillage – spill mats should be provided.
- Refuelling must only be carried out by a competent person and only sufficient fuel for one day may be brought on site.
- All outlets must be protected by RCD.
- The Council reserves the right to demand the removal of any equipment, which it considers unsafe or about which complaints are received.

5. Emergencies

The Council shall have the right to cancel any booking forthwith in the event that Strand Wharf is affected by an emergency of any kind. The Council will consider refunding part or all of any fees and charges paid and the amount shall be at the Council's sole discretion.

6. Use of the Venue

6.1 The Event Organiser shall keep Strand Wharf clean and tidy and shall ensure that the Wharf is regularly litter picked during the Event/Activity. The Event Organiser shall

further ensure that the Council's obligations under the Environmental Protection Act 1990 – Code of Practice on Litter and Refuse are discharged.

- 6.2 All litter and refuse generated by the Event/Activity shall be removed from Strand Wharf by the Event Organiser. If the event organiser fails to do this then the Council reserves the right to carry out the works in default and charge the event organiser the cost incurred. You will not be permitted to use any Southend Borough Council skip/litter bins etc. for disposal.
- 6.3 Where permanent catering facilities are available in the vicinity of the site where the event will take place, the Organisers must advise the caterers at least one month before the event takes place of the refreshments they will be providing.
- 6.4 The Event Organiser must at all times take good care of Strand Wharf and will be responsible for any damage to any part of it or any street furniture, equipment or other property of the Council within Strand Wharf or in the area surrounding it, whether by the Event Organiser, event participants or any other associated person or contractors, whether forming part of the use or not.
- 6.5 The property of the Event Organiser and the Event Organiser agents must be removed at the end of the period of use or by a time and date agreed with the Town Clerk. The Council accepts no responsibility for any property left at the Wharf before, during or after the use period. The Council may remove and store any property that is left by the Event Organiser in or upon the Event Location after the period of use. The Event Organiser shall pay to the Council on demand the costs of such removal and storage. The Council shall not be held responsible for any damage to or theft of property by and during its removal or storage. The Council is entitled to remove and sell in such a manner as they think fit any property left at the Wharf as a result of the hiring not claimed within 28 days and the proceeds of sale of which shall be the Council's.
- 6.6 If the Event Organiser fails to perform any of its obligations set out in the Clauses above the Council reserves the right to perform any such obligations and any costs incurred by the Council in the performance of such obligations shall be borne by the Event Organiser.
- 6.7 The Event Organiser is responsible for the administration, organisation and running of the Event/Activity and for having sufficient stewards and officials to fulfil these Conditions.
- 6.8 The Event Organiser is responsible for the supervision and control of Event/Activity participants, officials, visitors and spectators.
- 6.9 The Event Organiser shall not be permitted to remove or obscure Council notices or placards displayed on the Wharf without the prior written consent of the Council.
- 6.10** For any public event, an event permit/ Temporary Events notice/Street Collection permit **MUST** be granted by Southend Borough Council.
- 6.11 The Event Organiser shall not interfere with or attach anything to any item of street furniture or parks furniture.
- 6.12 The Event Organiser shall not excavate or drill pinning holes into the Wharf.
- 6.13 The Event Organiser shall ensure that any unwanted liquids are removed from the Wharf and are not disposed of into the sewage system or at the Wharf.
- 6.14 The Event Organiser shall ensure that no vehicles are parked or driven across any public Footpath/right of pedestrian access located at the Wharf.
- 6.15 The Event Organiser shall ensure that the Heritage Centre and Seaking are allowed access along their pedestrian right of way within the Wharf.
- 6.16 The Event Organiser shall not interfere with or make any alteration to the layout or arrangement of the Wharf.

- 6.17 Where the Council has agreed that the Event Location shall be used for a fun fair then the Event Organiser shall supply full details of all side shows and rides prior to the due date and shall comply with and ensure that the operators of the rides comply with the guidance given in the publication *Fairgrounds and Amusement Parks – Guidance on Safe Practice* published by the Health and Safety Executive, and all other statutory requirements.
- 6.18 The Event Organiser shall ensure that no noise nuisance shall be caused to occupiers of properties surrounding the Wharf or users of the immediate surrounding area of the Wharf.
- 6.19 The Event/Activity must cease at such time as specified by the Town Clerk and all clearing up operations must be completed prior to leaving the site.
- 6.20 The Council reserve the right to require the Event Organiser to provide at their own expense temporary toilet facilities at such a level as deemed reasonable by the Town Clerk.
- 6.22 The sale or consumption of alcohol drinks is strictly prohibited, unless agreed in writing by the Council, as long as the appropriate licenses are held by the Event Organiser.
- 6.23 The Event Organiser will not allow at the Event/Activity any exhibition, performance or entertainment in which animals are or might be involved.
- 6.24 The Event Organiser will not permit the operation or release of any high flying object without the prior written consent of the Council, Southend Borough Council, the Civil Aviation Authority and the Director of London Southend Airport.
- 6.25 It is the responsibility of the Event Organiser to liaise with the Town Clerk and the Essex Police Planning Development regarding the impact the Event /Activity may have on traffic arrangements in the vicinity of the Wharf. The Event Organiser agrees to comply with any requirements of the Council and Southend Borough Council and the Essex Police regarding traffic management.
- 6.26 The Event Organiser agrees that where the Wharf is to be used in the dark then they will provide appropriate lighting to cover all areas to which the public are admitted or have access.
- 6.27 The Event Organiser shall not bring into the Wharf any article of an inflammable or explosive character or that produces an offensive smell, or CFC or any oil, electrical, gas, or other apparatus without the written approval of the Council.
- 6.28 The Event Organiser shall obtain approval from the Council for the use of generators at the Event/Activity. If such approval shall be granted, only silent diesel generators will be allowed and the Event Organiser must ensure that they are operated in a safe manner and are segregated from the public or are protected by suitable covers or barrier, so as to prevent access by members of the public.
- 6.29 The Event Organiser shall not bring, place or erect any sign, furniture, fitting or structure nor place to fix any additional or decorative lighting in or on any parts of the Wharf without the prior written consent of the Council.
- 6.30 The use of any public address system at the Event/Activity must be first agreed in writing by the Council and must be operated so as not to cause a noise nuisance in breach of clause 7.17. Any necessary licenses must be obtained by the Event Organiser.
- 6.31 The Event Organiser shall repay to the Council on demand the cost, as certified by the Town Clerk of reinstating, repairing or replacing or cleaning any part of our property in the Wharf if damaged, destroyed, stolen or removed prior to, during or subsequent to the period of use if related to or by reason of the use.
- 6.32 The Event Organiser shall comply with any conditions of use instructed by the Town Clerk with respect to the lockable bollard and any temporary event structures.

7. Right of Entry

- 7.1 Authorised Council officers or members shall be permitted entry to the Event Location at all times during the period of hire.
- 7.2 The Council reserves the right to refuse admission to or evict any person from the Wharf.
- 7.3 The Council reserves the right to fix a maximum limit for the number of persons attending the Event/Activity.

8. Assignment

The booking shall be personal to the Event Organiser and the right to use the Wharf shall not be sublet, assigned or otherwise transferred; the Event Organiser shall not assign the benefit or burden of any part of the Agreement, or sublet or subcontract any part of the facility without the prior written consent of the Council.

9. Prohibition

The Event Organiser shall not stage or engage in any activities that might be deemed to be ancillary to the main purpose of the booking, e.g. catering, stalls, raffles and any other fundraising/income earning activities without the prior written consent of the Council.

10. Broadcasting and Television

The Event Organiser may not carry out or allow or permit to be carried out any filming, video recording, taping, television or radio broadcasts or any other recording of any kind of the Event/Activity during the period of use without the prior written consent of the Council and Southend Borough Council. If such consent is given, the Council reserves the right to be a party to any negotiations and the terms and conditions of any agreements reached and to share any income and publicity derived therefrom. It will be the Event Organisers responsibility to acquire any written consent from participants in these acts. Any resulting media products are not to be used in any way to bring the Council into disrepute. No reference is to be made in any way that the Council endorses or supports the product, activity or religious or political view.

11. Advertisements

- 11.1 No advertising material may be issued or tickets sold until such time as a binding agreement to use the Wharf has been made on payment of the user charge.
- 11.2 Any contravention of the Town and Country Planning (Control of Advertisements) Regulations 2007 or any amendments or variation thereto may be deemed a reason for the cancellation of use or series of use. If there shall be any contravention of these requirements, howsoever, and by whomsoever caused, permitted or made then the hirer shall reimburse or refund to the Council the cost of removing any such unauthorised or illicit advertisements or advertising material.

12. Fly Posting

No advertising material is to be displayed anywhere on the Wharf or elsewhere in the Borough unless it conforms to the permitted displays authorised by the Town and Country Planning (Control of Advertisement) Regulations 2007 and specific written agreement has been given by Southend Borough Council and Leigh-on-Sea Town Council.

13. Permits and Licences

- 13.1 The Event Organiser shall ensure that any license, permit or other consent which may be required is obtained, whether from Southend Borough Council or otherwise, before the Event/Activity may take place and shall, where requested, produce to the Council on demand

copies of such license, permit or consent. If any such license, permit or consent has not been obtained, the Council reserve the right to cancel the booking forthwith.

13.2 When promoting the Event/Activity, the Event Organiser will be responsible for exhibiting all necessary permits during the Event/Activity.

13.3 Nothing shall be done by the Event Organiser that shall or ay contravene the terms and conditions of any license (e.g. Justices' on License, Temporary Event Notice and Premises License), permit and/or licenses or consent issued in respect of the venue.

14. Health and Safety

The Event Organiser agrees to undertake a risk assessment for the Event/Activity and is to ensure that all participants and contractors comply with all relevant health and safety legislation or any other guidelines, relevant thereto at all times during the Event/Activity and while preparing and clearing the Wharf for the Event/Activity. Copies of the risk assessment must be available for inspection by the Council and/or any other relevant body e.g. Health and Safety Executive.

15. Indemnity and Insurance

15.1 The Council is not responsible and will not accept liability for any loss, damage, injury or death howsoever, and by whomsoever caused, whether to property or person(s) sustained by any person on the Wharf.

15.2 The Event Organiser is responsible for all safety aspects of the Wharf prior to, during or subsequent to the Event/Activity and must accept liability for any loss, damage, injury or death howsoever, and by whomsoever caused, whether to property or person(s) sustained by any person(s) on the Wharf.

15.3 The Event Organiser agrees to indemnify the Council against all claims, actions, demands, proceedings, cost or awards in respect of any loss, damage, injury or death to persons or property engaged by or assisting the User.

15.4 The Event Organiser agrees to take out Public Liability Insurance Cover or Third Party Risks [including products liability where appropriate] the relevant limits of indemnity shall be an amount approved by Southend Borough Council's Risk and Insurance Section and Legal Section. Under no circumstances shall this be less than £5 million (five million pounds) and the Council reserves the right to require a higher limit if deemed necessary. The User will be required to produce evidence of such insurance.

15.5 The Event Organiser will be required to produce evidence of the existence of Public Liability Insurance at such level as required by the Council in respect of any exhibitor, ground entertainer, sub-contractor or caterer whom the hirer has instructed or authorised to appear at the Event/Activity. Under no circumstances shall this be less than £5,000,000 (five million pounds) and the Council reserves the right to require a higher limit if deemed necessary.

15.6 Failure to provide proof of insurance cover as requested under clauses 15.4 and 15.5 prior to due date will lead to cancellation of the Event/Activity.

15.7 Conditions 15.1, 15.2 and 15.3 shall only apply where the loss, damage, injury or death is caused by or in consequence of any act or omission on the behalf of the hirer. It shall not apply where the loss, damage, injury or death is caused in whole as the result of any act or omission on the part of the Council.

16. Catering

16.1 All catering and licensing arrangements must be made through Southend Borough Council and no Event Organiser may undertake their own catering at the Wharf except with the prior written consent of Southend Borough Council (copies provided to Leigh-on-Sea Town Council). All caterers at the Event/Activity must comply fully with the requirements of the Food Safety Act 1990 and the Food Safety (General Food Hygiene) Regulations 1995 and any

amendments thereto and comply with all instructions given by the Environmental Health Officer.

- 16.2 All caterers at the Event/Activity are encouraged to be members of NCASS (Nationwide Caterers Association), Association House, 89 Mappleborough Road, Shirley, Solihull, B90 1AG. Tell: 0121 603 2524. Website: www.ncass.co.uk, although consideration will be given by the Council to new caterers not associated with NCASS, with the provisional that they submit the following:-
- Details of registration of the food business with a local authority.
 - Your documented food safety management system (to comply with Regulation (EC)852/2004 Article 5). If you use the Food Standards Agency's "Safer Food – Better Business" simply state "using SF BB".
 - Health and Safety at Work Policy Statement and Health and Safety Risk Assessments.

17. Traders

No commercial traders will be permitted to trade at the Event/Activity without the prior written consent of the Council.

18. Collections or Lotteries

No collections, games of chance, sweep stakes, lotteries or betting of any kind may be conducted at the Wharf without the prior written consent of the Council.

19. Supervision of Children

Event Organisers are to ensure that persons involved in the supervision of children are subject to the appropriate Criminal Records Bureau checks.

20. Variations to Agreement

The Council reserves the right to vary the conditions of the agreement between the Council and the User at any time on 7 days notice. Any variations so made shall be deemed to be incorporated in these conditions. The Event Organiser may, within 7 days of receipt of such notice, terminate this agreement.

	Small Rooms				Large Rooms & Café				Lower Hall			
	Standard		Discount Regular Hirer Rate		Standard		Discount Regular Hirer Rate		Standard		Discount Regular Hirer Rate	
	Current	Proposed Rate	Current	Proposed Rate	Current	Proposed Rate	Current	Proposed Rate	Current	Proposed Rate	Current	Proposed Rate
Mon – Fri 9am – 6pm	£7.70	£8.00	£7.00	£7.50	£11.00	£13.00	£10.00	£12.00	£17.00	£17.00	£16.00	£16.00
Mon – Fri & All Day Saturday 6pm - Midnight	£12.00	£13.00	£11.00	£12.00	£18.75	£19.00	£17.00	£18.00	£28.00	£28.00	£25.75	£26.00
All Day Sunday	£14.00	£14.00	£12.50	£13.00	£20.50	£21.00	£18.50	£19.00	£31.00	£31.00	£28.00	£28.00

For any booking with an excess of 100 people in attendance a one-off surcharge of £50 will apply.

Friday Night Quiz Special – Quiz nights taking place on a Friday evening only will be permitted to bring in their own drinks and not be required to use the centre's bar facility

Please note for Weddings only there is a separate pricing structure.

The following has been ascertained with the present pricing structure:

- Inherited anomalies in rates and discounts
- Losing bookings because of the existing event and commercial rates
- The majority of hirers are on a discount rate.
- The present system is confusing and unworkable for both staff and hirers
- There are currently no commercial users
- Business for external event rates have declined substantially

The Community Centre Administrator in consultation with the Acting Town Clerk and Finance Officers proposed the above pricing structure as a workable and realistic proposal moving forward.

As such, the following is **RECOMMENDED**

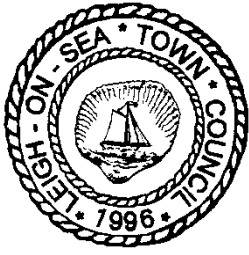
- the community hire rates are now referred to as the “Standard” Rate and the “Regular Hirer” Rate

- that a regular hirer rate is only provided in accordance with the Community Centre Terms & Conditions i.e. for those hirers who make more than 6 bookings in one year
- that existing commercial rates are removed. By changing the structure it is believed that we will become more competitive in the market and can advertise as such
- that the Event Rates are removed. By changing the structure it is believed it will encourage more events to take place at the centre.
- that the Quiz night special be offered Friday evenings only. This is to increase bookings at the Centre on a traditionally quiet evening.

WEDDING PACKAGES – PROPOSED PRICING STRUCTURE FOR IMMEDIATE EFFECT

Package	Lower Hall	Large Room
Ceremony Only – Weekday	£100.00	£100.00
Ceremony Only – Weekend	£150.00	£150.00
Light Reception Only (90 mins in Large Room)	N/A	£50.00
Ceremony & Light Reception – Weekday	N/A	£130.00
Ceremony & Light Reception – Weekend	N/A	£200.00
Afternoon Reception Only (6 hours)	£250.00	£150.00
Ceremony & Afternoon Reception - Weekday	£350.00	£250.00
Ceremony & Afternoon Reception - Weekend	£400.00	£300.00
Evening Reception Only (6 hours)	£300.00	£200.00
Ceremony & Evening Reception - Weekday	£400.00	£300.00
Ceremony & Evening Reception - Weekend	£450.00	£350.00
All Day Reception Only (10 hours)	£400.00	£300.00
Ceremony & All Day Reception – Weekday	£500.00	£400.00
Ceremony & All Day Reception – Weekend	£550.00	£450.00

- It is **RECOMMENDED** that the above wedding package charges are adopted. The higher charge for room hire covers the costs of the wedding license and the additional staffing and admin work that goes into organising a wedding.



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COMMUNITY CENTRE ADMINISTRATOR'S REPORT Community Facilities Committee – 7th June 2016

Marketing & Promotion

Website:

The Community Centre website is now live, good feedback has been received from centre hirers who particularly like the new class and event listings.

Weddings & Functions:

The wedding brochure has now been printed with all the centre information, and is on display in the foyer. A PDF copy is also available to download from the website. Lorna & Lottie's are also promoting this to show off the catering menus they can supply.

A proof of the advert for Southend Borough Council's online Wedding Brochure has been received and will be made live shortly.

Administration

The invoicing issues with EDGE have now been rectified.

Detailed user guides have been written for a variety of processes in the EDGE facilities system to aid with staff training, this will be completed with the Maternity Cover member of staff before I leave.

We now have only one invoice outstanding for the 2015/16 year. The audit was completed on Friday 20th May with all accounts being agreed.

All regular hirers are keeping up to date with their monthly invoices and have been informed of the upcoming staff changes.

Bookings

Regular Hirers:

Bookings for the regular hirers are now being repeated in the system into 2017. Where possible we have tried to confirm any upcoming cancellations for the Summer Holidays already.

Events

Previous

Easter Activities:

Unfortunately the Easter activities were not as well attended as other activities that have been planned over the school holidays. The story telling activity we had planned had to be cancelled due to no advance bookings; luckily a fee was not charged for this. The events broke even with all takings for the week covering hall hire and entertainer costs.

Wedding Fayre

Commercially the wedding fayre was a big success with over 20 stalls taking part. Rooms 4 & 7 were decorated to showcase the centre and "An Essex Wedding" magazine was given away for free to visitors. After hall hire and marketing costs a profit of £435 was made. Unfortunately the footfall on

the day was quite poor; however as this was the first event of its type I am optimistic that we can continue to grow these type of events in the future, and will look to arrange another fayre when I return from maternity leave.

May/June Half Term:

Three Roald Dahl activities were organised for the June half term in celebration of the authors 100th birthday.

Upcoming

Summer Holidays:

Neil has said he is happy to organise some children's events over the summer holidays in my absence. I have passed on a list of my contacts that can provide various activities, and will also discuss this with the Maternity Cover Staff member to ensure the events carry on.

Quiz Night:

The quiz night organised by Fr Clive Hillman has been postponed until later in the year.

Book Fair:

A further book fair has been planned for 24th September using the same set up as the March fair. Cllr Carole Mulroneu will be organised this in conjunction with the Maternity Cover staff member.

Arts PDG

The administration of the Art Wall will be completed by Cllr Vivien Rosier, who will be dealing with the installation of new exhibits at the centre whilst I am on Maternity Leave.

The position of Artist in Residence is currently being advertised on our social media pages and website. A press release has also been printed in the Echo. Some interested parties have come forward and have been sent the brief. The closing date for applications is 15th June.

Building Updates

Café Area:

The armchairs in the foyer area have been replaced by 3 sets of tables and chairs and has now been designated a quiet area for during busy times.

Noticeboards:

Three Noticeboards that were found in the attic and have now been put up around the centre. Additional leaflet holders have been ordered to create further advertising space and combat the untidiness that the leaflets are left in. A dedicated area for council information including a noticeboard for events and A4 holders for meetings and agendas will be erected in the council area of the foyer.

Equality Audit

The community centre currently has the following disabled access and facilities:

- A disabled parking bay at the front of the building and two short stay bays that can also be utilised by disabled badge holders.
- A ramp into the front entrance of the building
- An entrance at the back of the building accessible from the Elm Road Car Park that has no steps/ramps
- A ramp down into the lower hall
- A lift to the first floor
- A ramp to access room 3 from the landing

- A lift to access room 8
- Two disabled toilets with alarms, one upstairs and one downstairs
- A wheelchair which can be requested for use by those unable to walk far or who cannot use their mobility scooter inside the building
- 2 Evac-chairs for use in an emergency with 3 fully trained members of staff
- A mic conference system and PA system to aid with those hard of hearing at large events/meeting.
- The centre also provides a defibrillator that can be used by anyone in the local area, centre staff and councillors have been trained to use this equipment.

The Facilities Manager is researching induction loops for hearing aid users, and is looking into options where we can provide a personal system at reception and a larger system for use in room 6. We need to ensure that the systems purchased are for commercial use only otherwise the warranty and guarantee will be negated.

COMMUNITY FACILITIES BUDGET					2016/17					
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2016/17	Expenditure	Balance	% Spent
LCC Hire Income	£ 105,000.00	£ 16,823.90	£ 88,176.10	16.02%	LCC Expenditure	£ 24,025.32	£ 71,770.00	£ 7,389.93	£ 88,405.39	10.30%
LTC Premises Contribution	£ 25,000.00	£ -	£ 25,000.00	0.00%	LCC Staffing		£ 134,476.00	£ 9,567.55	£ 124,908.45	7.11%
Other Income	£ 709.80	£ -	£ 709.80	0.00%	Highways Expenditure	£ 331.03	£ 8,000.00	£ 38.50	£ 8,292.53	0.48%
Highways Income		£ -	£ -		Strand Wharf Expenditure		£ 2,450.00	£ 15.10	£ 2,434.90	0.62%
Strand Wharf	£ 1,000.00		£ 1,000.00	0.00%	Skate Park Expenditure	£ 2,402.25	£ 4,550.00	£ 218.63	£ 6,733.62	4.81%
LCC Fundraising		£ 182.00			Skate Park Staffing		£ 3,921.00	£ 300.04	£ 3,620.96	7.65%
					Strand Wharf (Capital)	£ 76,923.37	£ -	£ 427.04	£ 76,496.33	
Total Income	£ 131,709.80	£ 17,005.90	£ 114,885.90	12.91%	Total Expenditure	£ 103,681.97	£ 225,167.00	£ 17,956.79	£ 310,892.18	7.97%