



Leigh-on-Sea Town Council

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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 4th October 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 MEETINGS OF 2ND AUGUST 2016
5. PUBLIC REPRESENTATIONS

COMMUNITY FACILITIES

6. LEISURE DEVELOPMENT SUB-COMMITTEE

Following formation of this Sub-Committee, a PDG meeting has been held and the notes from this will be submitted to the Sub-Committee at their first meeting. The meeting planned for 29th September, was postponed pending a meeting with SBC and receipt of the conditions report of the current skate park.

7. COMMUNITY CENTRE REPAIR/REFURBISHMENT PROGRAMME - **DECISION ITEM**

The P&R Committee resolved to recommend to CFC that the Committee make a clear recommendation to Council of how it should proceed with the repair/refurbishment project before any business plan strategy commences. Until this time the appointment of an intern will not be considered.

In view of this and the likely budget if the project is adopted, it is **RECOMMENDED** that the existing CFC Sub-Committee formed at the meeting 2nd February 2016 have its Terms of Reference altered. The new delegated authority under the Financial Regulations has resulted in no need to call this Sub-Committee under its original Terms of Reference.

It is **RECOMMENDED** that the Committee change the Terms of Reference as follows:

- To further develop the proposed repair/refurbishment project of Leigh Community Centre
- To assist and guide the implementation of the project if adopted by Council
- To submit a detailed proposal and project budget with appropriate monitoring and reporting to CFC and Council
- To consider correspondence relevant to its Terms of Reference

COMMUNITY CENTRE

8. COMMUNITY CENTRE ADMINISTRATOR'S REPORT **FOR NOTING**

- All storage facilities are now being used and correctly charged for with income in total being £99 per month.
- Four October Half Term events have been organised and tickets are now available for sale.
- A Book Fair was held on 24th September. Unfortunately the response was poor. Another Fair will be organised for March 2017 and will be expanded to include records, CDs and DVDs. Marketing and promotion will be increased significantly prior to the event.
- We have six external fairs being held at the Community Centre prior to Christmas.
- A new art exhibition has now been installed by five local artists with art works available for sale.

9. FACILITIES MANAGER'S REPORT FOR NOTING

- The painting and decorating programme continues with the completion of Rooms 1 & 3. Communal hallways are now in progress.
- Replacement lighting is currently under review.

10. LORNA & LOTTIE'S REPORT

A financial statement has been presented up to 31st July and shows a current year to date profit of £3497 which includes the purchase of additional tables and chairs to increase covers. A small loss is forecast for August 2016 but this is much less than in 2015 due to the efforts of the office staff in booking holiday events, so well done to them. There are two payments to make to HMRC and to ACUMEN the wages company. It is expected to return an income stream of £350-£450 per month from October onwards which can be invested in better equipment as the oven, a fridge and some working areas need replacing in due course.

The Acting Town Clerk has inspected the financial details submitted.

FINANCIAL

11. BUDGET REPORT – 19TH SEPTEMBER 2016 – (Appendix 1)

12. LEIGH COMMUNITY CENTRE ACCOUNTS 2015/16 – (Appendix 2)

The Account has been prepared to submit to SBC as our Landlord and a four year summary is presented at Appendix 2 for the Committee **TO NOTE**



Helen Symmons
Acting Town Clerk
29th September 2016

Please Note:

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

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	£ 50,112.51	£ 54,887.49	47.73%	LCC Expenditure	£ 24,025.32	£ 71,770.00	£ 26,455.63	£ 69,339.69	36.86%
LTC Premises Contribution	£ 25,000.00	£ 12,500.00	£ 12,500.00	50.00%	LCC Staffing		£ 134,476.00	£ 62,415.53	£ 72,060.47	46.41%
Other Income	£ 848.93	£ 1,824.01	-£ 975.08	214.86%	Highways Expenditure	£ 331.03	£ 8,000.00	£ 38.50	£ 8,292.53	0.48%
Highways Income		£ -	£ -		Strand Wharf Expenditure		£ 2,450.00	£ 906.58	£ 1,543.42	37.00%
Strand Wharf	£ 1,000.00	£ 2,273.25	-£ 1,273.25	227.33%	Skate Park Expenditure	£ 2,402.25	£ 4,550.00	£ 694.19	£ 3,855.81	15.26%
LCC Fundraising		£ 52.14			Skate Park Staffing		£ 3,921.00	£ 1,776.01	£ 2,144.99	45.29%
					Strand Wharf (Capital)	£ 76,923.37	£ -	£ 73,509.32	£ 3,414.05	
Total Income	£ 131,848.93	£ 66,761.91	£ 65,139.16	50.64%	Total Expenditure	£ 103,681.97	£ 225,167.00	£ 165,795.76	£ 160,650.96	73.63%

SKATE PARK DETAILED BUDGET					2016/17	
EXPENDITURE	EMR 2015/16 B/F	Budget 2016/17	Expenditure	Balance	% Spent	
Rent		£ 50.00	£ -	£ 50.00	0.00%	
Cleaning	1414.44	£ 2,000.00	£ 446.59	£ 1,553.41	22.33%	
Electricity		£ 500.00	£ 98.65	£ 401.35	19.73%	
Miscellaneous		£ 300.00	£ 148.95	£ 151.05	49.65%	
Grass Cutting		£ 700.00	£ -	£ 700.00	0.00%	
Skate Park Maintenance	987.81	£ 1,000.00	£ -	£ 1,000.00	0.00%	
Staffing Costs		£ 3,921.00	£ 1,776.01	£ 2,144.99	45.29%	
TOTAL EXPENDITURE		£ 2,402.25	£ 8,471.00	£ 2,470.20	29.16%	

COMMUNITY CENTRE DETAILED BUDGET					2016/17					
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2016/17	Expenditure	Balance	% Spent
Room Hire	£ 105,000.00	£ 50,112.51	£ 54,887.49	47.73%	Insurance		£ 2,800.00	£ 2,746.49	£ 53.51	98.09%
LTC Building Contribution	£ 25,000.00	£ 12,500.00	£ 12,500.00	50.00%	Business Rates		£ 8,000.00	£ 4,790.00	£ 3,210.00	59.88%
Bursary Fund		£ 297.00	-£ 297.00		Professional Fees	£ 5,000.00	£ -	£ -	£ 5,000.00	
LTC Events Hire	£ 600.00	£ 299.25	£ 300.75	49.88%	Utilities		£ 18,800.00	£ 9,345.44	£ 9,454.56	49.71%
Other Income		£ 534.91	-£ 534.91		Catering		£ -	£ 248.93	-£ 248.93	
Coffee Machine Recovery	£ 248.93	£ 248.93	£ -		Infrastructure Costs + F&F (Capital)	£ 12,076.68	£ 4,000.00	£ 150.73	£ 15,925.95	3.77%
Events at LCC after all costs		£ 443.92			Fees for extending CC lease			3340.84	-£ 3,340.84	
			£ -		Cleaning & Waste / H&S		£ 7,000.00	£ 1,976.83	£ 5,023.17	28.24%
			£ -		Advertising & Website		£ 3,000.00	£ 715.21	£ 2,284.79	23.84%
Grants Received		£ -	£ -		Security & Alarms		£ 2,300.00	£ 680.08	£ 1,619.92	29.57%
Friends Fundraising		£ 52.14	-£ 52.14		Internal Maintenance	£ 2,315.75	£ 10,000.00	£ 1,184.85	£ 11,130.90	11.85%
					External Maintenance	£ 4,632.89	£ 6,500.00	£ 416.25	£ 10,716.64	6.40%
					Miscellaneous		£ 2,000.00	£ 485.31	£ 1,514.69	24.27%
					Licences		£ 3,870.00	£ 222.15	£ 3,647.85	5.74%
					IT		£ 1,000.00	£ 152.52	£ 847.48	15.25%
					Janitorial Costs (Uniforms Etc)		£ 500.00	£ -	£ 500.00	0.00%
					Contingencies		£ 2,000.00		£ 2,000.00	0.00%
					Salaries (Admin)		£ 57,280.54	£ 29,507.22	£ 27,773.32	51.51%
					Salaries (Janitorial)		£ 77,195.46	£ 32,908.31	£ 44,287.15	42.63%
					Friend's Purchases		£ 52.14	£ -	£ 52.14	
TOTAL INCOME	£ 130,848.93	£ 64,436.52	£ 66,856.33	49.24%	TOTAL EXPENDITURE	£ 24,025.32	£ 206,246.00	£ 88,871.16	£ 141,400.16	43.09%
					Not budgeted for					

STRAND WHARF DETAILED BUDGET				2016/17		
INCOME & EXPENDITURE	Budget 2016/17	Income	Expenditure	Balance	% Spent	
Income	£ 1,000.00					
Donations		£ 2,273.25				
Cleaning	£ 2,000.00		£ 780.57	£ 1,219.43		
Maintenance	£ 300.00		£ 35.00	£ 265.00		
Electricity	£ 150.00		£ 91.01	£ 58.99		
TOTAL EXPENDITURE	£ 2,450.00	£ 2,273.25	£ 906.58	£ 1,543.42	37.00%	

HIGHWAYS DETAILED BUDGET				2016/17		
EXPENDITURE	Earmarked Reserves	Budget 2016/17	Income	Expenditure	Balance	% Spent
School Crossing Patrols		£ 4,500.00		£ -	£ 4,500.00	0.00%
Bus Shelters	£ -	£ 3,000.00		£ 38.50	£ 2,961.50	1.28%
New Bus Shelters		£ -		£ -	£ -	
Highway Infrastructure	£ 331.03	£ 500.00		£ -	£ 831.03	0.00%
Phone Box			£ -	£ -	£ -	
Staff Costs		£ -			£ -	
TOTAL EXPENDITURE	£ 331.03	£ 8,000.00	£ -	£ 38.50	£ 8,292.53	0.48%

LEIGH COMMUNITY CENTRE ACCOUNTS FOR 2012/16				
1st August 2012 - 31st July 2016				
Income	2012/13	2013/14	2014/15	2015/16
Hiring	£41,725.43	£77,938.02	£96,967.90	£ 113,762.45
Other Income	£291.76	£1,475.04	£4,515.74	£ 1,627.57
Fundraising	£3,017.55	£2,235.99	£1,984.79	£ 1,155.07
Grants		£4,558.00		
LTC Use Grant	£18,333.32	£23,499.96	£23,999.97	£ 25,000.00
LTC Office Rent				£ 1,960.00
Total Income	£63,368.06	£109,707.01	£127,468.40	£ 143,505.09
		73.13%	16.19%	12.58%
Expenditure				
Rent				£ 1,960.00
Insurance	£4,795.43	£0.00	£5,404.68	£ 2,746.49
Business Rates	£7,444.97	£7,681.50	£7,830.00	£ 7,944.00
Water Rates	£1,123.16	£1,696.20	£1,387.43	£ 1,960.65
Gas	£7,372.75	£5,386.83	£5,657.85	£ 4,156.62
Electricity	£5,043.36	£7,221.86	£8,685.59	£ 9,605.91
Telecoms	£1,902.67	£1,110.84	£1,779.65	£ 2,131.30
Catering	£948.87	£2,926.14	£2,211.26	£ 1,149.62
Cleaning	£3,838.67	£4,348.93	£6,042.58	£ 6,071.87
Health and Safety	£428.46	£130.40	£1,778.75	£ 311.34
Sundries	£72.64	£166.99	£392.70	£ 360.88
External Building Maintenance	£630.00	£13,479.35	£1,126.85	£ 1,566.25
Internal Building Maintenance	£14,818.31	£6,113.37	£9,173.05	£ 7,888.86
Advertising	£917.00	£0.00	£1,577.02	£ 1,593.19
Security	£2,155.86	£1,309.15	£891.06	£ 840.36
Card Processing Charges	£141.34	£607.67	£853.30	£ 726.90
IT Infrastructure & Licences	£2,317.94	£468.60	£246.79	£ 791.18
Licences	£2,155.50	£446.58	£508.64	£ 2,438.99
Staff Training	£220.00	£426.00	£0.00	£ -
Friends Funds Purchases	£3,927.89	£170.49	£1,768.94	£ -
Website				£ 2,372.61
Tools	£804.15	£99.99		£ 43.20
Furniture / Fixtures & Fittings	£4,446.94	£1,329.51	£2,543.12	£ 4,005.36
Infrastructure Costs	£24,640.69	£6,284.03	£1,653.15	£ 2,929.66
Events at LCC				£ 1,080.75
Salaries	£67,433.76	£94,593.44	£108,796.66	£ 118,175.34
Total Expenditure	£157,580.36	£155,997.72	£170,309.07	£ 182,851.33
		-1.00%	9.17%	7.36%
Surplus / Deficit	-£94,212.30	-£46,290.71	-£42,840.67	-£ 39,346.24