

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 (Helen Symmons – Acting)

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 February 2017** 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 6th DECEMBER 2016
5. PUBLIC REPRESENTATIONS

COMMUNITY FACILITIES

6. LEISURE DEVELOPMENT SUB-COMMITTEE MINUTES 5TH DECEMBER 2016 (Appendix 1)
7. LEISURE DEVELOPMENT SUB-COMMITTEE VERBAL REPORT RE MEETING 6TH FEBRUARY 2017
8. SKATE PARK GRASS CUTTING

Historically we have engaged in an annual grass cutting contract with SBC contractors. The quote for 2017 to cut the grass on a two-weekly basis commencing May 2017 through to October is £450. This is the same price as in previous years and therefore it is **RECOMMENDED** that the Committee approve the quotation.

COMMUNITY CENTRE

9. ART GROUP REPORT (Appendix 2)
10. COMMUNITY CENTRE ADMINISTRATOR'S REPORT

The Town Clerk (Acting) is currently overseeing matters arising. New hiring rates are due to be implemented from 1st April and hirers are currently being advised. Holiday activity sessions have been arranged and promoted for half term week. The first Farmers' Market of 2017 will be Friday 17th February and new banners have been purchased. Despite severe staff shortages, the Book, CD, DVD Fayre will still be taking place on Saturday 25th March. The Town Clerk (Acting) is in the process of recruiting an Administrative/Bookings Assistant on a six month contract to assist with maternity cover and pending a staffing restructure of the Community Centre administrative roles.

11. FACILITIES MANAGER'S REPORT (Appendix 3) **DECISION ITEM**

12. LORNA & LOTTIE'S REPORT

Unfortunately this was not received in time of the Agenda preparation. It is hoped to provide a verbal report at the meeting but the café proprietor is currently on annual leave. Additionally, it has been noted that the Licence is due for renewal 28th February 2017 and it is **RECOMMENDED** that the Committee authorise the Town Clerk (acting) to undertake this in consultation with the Chairman and following a review with the Licensee.

13. COMMUNITY CENTRE SUB-COMMITTEE

It is **RECOMMENDED** that the Committee set a meeting date.

FINANCIAL

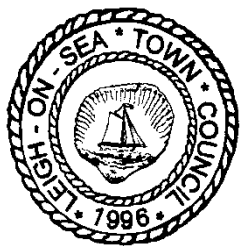
14. COMMITTEE BUDGET REPORT – 27th JANUARY 2017 – (Appendix 4)15. YEAR END UNDERSPENDS AND VIREMENTS –**DECISION ITEMS**

- Minute 57.III resolved that £2,000 be vired from Strand Wharf (SW) Cleaning Budget to SW Capital budget. The Town Clerk (Acting) would like to draw the Committee's attention to the fact that the maintenance budget for SW is overspent by £480.57 and therefore the true virement should be £1484.43. That said, an element within the maintenance relates to the planting scheme and therefore do the Committee wish to set the overspend against the income from memorial plaques as the donations are to help maintain the planters. This would then enable a virement as resolved of £2,000. **Should the Committee not wish to do so**, then it is **RECOMMENDED** that the virement figure be correctly adjusted.
- Having reviewed the projected underspends, it is **RECOMMENDED** that the Committee approve movements to Earmarked Reserves at the year-end as follows:

CF Committee	Proposed increase/creation	2016/17 Closing Balance
Skate Park	£2,000.00	£4,402.25
Highways Infrastructure	£1,000.00	£1,331.03
LCC	£5,800.00	£14,094.88
LCC refurb & equipment	£10,500.00	£22,076.68
LCC feasibility study		£5,000.00
Strand Wharf Planters	£3,134.72 or £2,654.15	£3,134.72 or £2,654.15 (see above)

Helen Symmons
Town Clerk (Acting)
2nd February 2017

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



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MINUTES OF THE MEETING OF THE LEISURE DEVELOPMENT SUB-COMMITTEE
HELD AT 7.30PM ON MONDAY 5TH DECEMBER 2016
AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Ron Owen (Chairman), Karen Bowden, Valerie Morgan, Caroline Parker, Helen Robertson and co-opted members Steve Hodder, Pete Horrocks (from Min 12) and Dave Watson

Also in attendance: Paul Beckerson (Town Clerk)

The meeting opened at 7.34 pm

1. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

2. APOLOGIES FOR ABSENCE

Cllr Carole Mulroney, co-opted member Peter Horrocks would be arriving late

3. DECLARATIONS OF MEMBERS' INTERESTS

There were none

4. APPROVAL OF MINUTES OF THE MEETING OF 14th NOVEMBER 2016

The minutes of the meeting of 14th November 2016 were agreed and signed by the Chairman as a true and accurate record.

5. REPORT FROM DAVE WATSON ON REFURBISHMENT OF EXISTING SKATE PARK

Dave Watson produced a preliminary design for a refurbished Skate Park which involved demolishing the existing Park and a design covering the entire area of the Park (Appendix 1) at an estimated cost of £300,000 from a company he had had dealings with.

It was pointed out that due to the Council having to comply with the Public Contracts Regulations 2015 a full tender process would have to be undertaken. However under the Council's Financial Regulations 11.1 it was possible to nominate a specialist design company to oversee and manage the project.

It was suggested that a separate entity could be formed such as a charity or CIC to raise funding and to access funding that would not be available to a Local Authority. This could possibly raise issues regarding the lease and if this were to be pursued it would be necessary to talk to SBC to obtain their view and advice.

Dave Watson advised the Sub-Committee that the company who had provided the quote had dedicated fundraisers within the company who could apply for grants. SBC had also offered use of members of their fundraising team to assist with the project.

Pete Horrocks joined the meeting

The Sub-Committee **noted** the report and requested that the co-opted members consider what form of governance they wished to pursue and report back at the next meeting.

6. REPORT FROM PETE HORROCKS ON IDEAS AND QUOTES FOR THE REST OF THE DEVELOPMENT

Pete Horrocks had been in contact with a company that had produced a similar scheme involving landscaping and activity areas. Such a project in their view would cost a ballpark figure of £5,000,000.

Members considered this a large sum of money. It was explained that this price was for the work being carried out in one go. It would be possible for example to phase the work over a number of years, five was a figure suggested.

Some concern was expressed regarding light pollution; it was considered that only certain areas such as five a side football would require illumination and that would be directed downwards.

The subject of consultation was raised, in reply to a question as to how many questionnaires had been returned from the magazine, the answer at the moment was one request for a consultation form.

The consultation would be advertised on the home page of the website, with a downloadable form to complete. The possibility of having a feature in the Leigh Times was suggested. In order to expend money it would be necessary to obtain Council approval, in order to expedite this an item could be added to the Council agenda on 17th January 2017 authorising up to £200 for additional publicity.

The Sub-Committee **noted** the report and requested that an item be added to the Council agenda on 17th January 2017 asking for a budget of £200 to publicise the consultation.

7. REPORT ON SURVEY AND BINS

Further information regarding the survey was awaited. The Town Clerk undertook to investigate appropriate models of bin that could be funded from the existing budget of £2,000

Meeting Conclusion

The date of the next meeting will be Monday 6th February 2017 at 7.30 p.m.

The meeting closed at 8.23 pm

LEIGH ON SEA SKATEPARK REBUILD



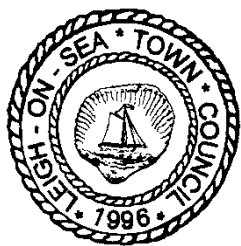
Area for redevelopment outlined in **RED**

New design - Gravity skateparks -
<http://www.gravityparks.co.uk>

Cost £300k
(Estimate includes removal of current skatepark,
climbing rocks and basketball court.)



NEW SKATEPARK DESIGN



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REPORT 2641/HS

REPORT TO CFC Arts Group

The LCC Arts Group have met twice, 14th December and 1st February. The following is reported to the Committee:

1. A Terms & Conditions document has been created by the Group for exhibitors on the Art Wall and will be presented at CFC 7th February with the **RECOMMENDATION** that it is approved by the Committee.
2. The Facilities Manager has been asked to research hanging systems for the Art Wall and this will be presented at CFC 7th February with the **RECOMMENDATION** that a system is approved by the Committee and a budget set if quotations are not finalised.
3. Cllr Rosier attended the Leigh Art Trail AGM in order to promote the LCC as a central venue/meeting place and to raise the profile of LTC in promoting the work of local artists/art groups.
4. The mid-term review will shortly take place with the current Artist in Residence. This will be reported to CFC 4th April.
5. A calendar will be provided to record any meetings, activities around the Art Wall, events etc. This will hang in the office and be up-dated as necessary by the Arts Group/centre staff.
6. A flyer has been created to raise awareness of the Art Wall and to encourage local artists/groups to exhibit their work. The will be presented at CFC 7th February.
7. New Art Wall – Life Drawing. This exhibition will comprise pieces of artwork from Susan Allen's life drawing group. A preview event is being held in the café on Thursday 9th February. The exhibition will end on 24th March. The next Art wall exhibition will be created by our Artist in Residence.



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REPORT 2640/GD

REPORT TO CFC Replacement equipment requirements

Kitchen Oven

The café presently operates with a domestic oven and separate hob. The oven is a double oven but capacity is extremely limited. Additionally the door of one of the ovens broke recently and therefore the café and catering service are operating with a sole oven which is hindering both services and performance.

After extensive research and consultation with manufacturers, the kitchen would benefit enormously from a commercial oven which incorporates a hob and this would be a free standing unit. The benefits are:

The Council will have a proper 2-year warranty for commercial premises (any domestic appliance installed would not be under warranty as LCC is classified as a commercial premise)
We can provide a superior catering service to meet the increasing demands e.g. extensive buffets for weddings and parties
The unit will run off of a 3-phase electrical supply which is cost saving
The life expectancy of a commercial oven is 10-15 years (depending on usage)

We are currently sourcing the best price for the oven and electrical installation and this will be monitored and managed by the Facilities Manager and Town Clerk (acting) but it is **RECOMMENDED** that the Committee set a maximum budget of £3,500 from the Infrastructure Costs budget and authorise the Town Clerk (acting) in consultation with the Chairman to make the purchase.

To remind the Committee, we do receive commission from the café in respect of bar sales and it is predicted that a Licence fee will become payable in the very near future.

Extractor Fan

The extractor fan in the kitchen window is now inoperable and this is an essential piece of equipment for the kitchen.

Three quotations have been received for similar units and analysed by the Facilities Manager and Town Clerk – acting. It is **RECOMMENDED** that the Committee authorise the purchase of the cheapest unit quote being £251.40, the Facilities Manager can install this unit himself.

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	£ 84,940.03	£ 20,059.97	80.90%	LCC Expenditure	£ 27,158.56	£ 71,770.00	£ 43,755.57	£ 55,172.99	60.97%
LTC Premises Contribution	£ 25,000.00	£ 12,500.00	£ 12,500.00	50.00%	LCC Staffing		£ 134,476.00	£ 88,472.98	£ 46,003.02	65.79%
Other Income*	£ 1,080.84	£ 2,815.09	-£ 1,734.25	260.45%	Highways Expenditure	£ 331.03	£ 8,000.00	£ 4,630.25	£ 3,700.78	57.88%
Highways Income		£ 300.00	-£ 300.00		Strand Wharf Expenditure		£ 2,450.00	£ 1,339.16	£ 1,110.84	54.66%
Strand Wharf	£ 1,000.00	£ 3,500.00	-£ 2,500.00	350.00%	Skate Park Expenditure	£ 2,402.25	£ 4,550.00	£ 1,624.87	£ 5,327.38	35.71%
LCC Fundraising		£ 185.71			Paddling Pool	£ 1,659.70	£ -	£ -	£ 1,659.70	0.00%
					Skate Park Staffing		£ 3,921.00	£ 2,978.01	£ 942.99	75.95%
					Strand Wharf (Capital)	£ 76,923.37	£ -	£ 73,412.32	£ 3,511.05	
Total Income	£ 132,080.84	£ 104,240.83	£ 28,025.72	78.92%	Total Expenditure	£ 108,474.91	£ 225,167.00	£ 216,213.16	£ 117,428.75	64.80%

* Budget figure increases due to income received from café re coffee expenditure recovery

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	£ 84,940.03	£ 20,059.97	80.90%	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	£ 7,986.00	£ 14.00	99.83%
			£ -		Legal Lease Fees		£ -	£ 3,340.84	-£ 3,340.84	
LTC Events Hire	£ 600.00	£ 299.25	£ 300.75	49.88%	Utilities		£ 18,800.00	£ 14,173.68	£ 4,626.32	75.39%
Events at LCC		£ 2,035.00	-£ 2,035.00		Catering		£ -	£ 480.84	-£ 480.84	
Coffee Machine Recovery	£ 480.84	£ 480.84	£ -		Infrastructure Costs + F&F (Capital)	£ 12,076.68	£ 4,000.00	£ 150.73	£ 15,925.95	3.77%
Other Income		£ 534.91	-£ 534.91		Professional Fees	£ 5,000.00			£ 5,000.00	
			£ -		Cleaning & Waste / H&S		£ 7,000.00	£ 5,138.40	£ 1,861.60	73.41%
			£ -		Advertising & Website		£ 3,000.00	£ 871.15	£ 2,128.85	29.04%
Grants Received		£ -	£ -		Security & Alarms	£ 2,170.49	£ 2,300.00	£ 680.08	£ 3,790.41	29.57%
Friends Fundraising		£ 185.71	-£ 185.71		Internal Maintenance	£ 1,491.50	£ 10,000.00	£ 5,665.04	£ 5,826.46	56.65%
					External Maintenance	£ 4,632.89	£ 6,500.00	£ 508.74	£ 10,624.15	7.83%
					Miscellaneous		£ 2,000.00	£ 1,109.30	£ 890.70	55.47%
					Licences		£ 3,870.00	-£ 731.25	£ 4,601.25	-18.90%
					IT		£ 1,000.00	£ 157.45	£ 842.55	15.75%
					Janitorial Costs (Uniforms Etc)		£ 500.00	£ -	£ 500.00	0.00%
					Contingencies		£ 2,000.00		£ 2,000.00	0.00%
					Events at LCC			£ 1,478.08	-£ 1,478.08	
					Salaries (Admin)		£ 57,280.54	£ 36,931.42	£ 20,349.12	64.47%
					Salaries (Janitorial)		£ 77,195.46	£ 51,541.56	£ 25,653.90	66.77%
					Friend's Purchases	£ 1,787.00	£ 185.71	£ -	£ 1,972.71	
TOTAL INCOME	£ 131,080.84	£ 100,790.03	£ 30,290.81	76.89%	TOTAL EXPENDITURE	£ 27,158.56	£ 206,246.00	£ 132,228.55	£ 99,389.01	64.11%

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			£ 300.00	£ 300.00	£ -	
Staff Costs		£ -			£ -	
TOTAL EXPENDITURE	£ 331.03	£ 8,000.00	£ 300.00	£ 338.50	£ 8,292.53	4.06%
<p>The school crossing payment £4291.75 reported in financial information presented 6th December relates to 2015-16 and an appropriate accrual was made to account for the service cost in the correct financial year.</p> <p>The invoice for this financial year's service has been requested from SBC</p>						

SKATE PARK DETAILED BUDGET					2016/17	
EXPENDITURE	EMR 2015/16 B/F	Budget 2016/17	Expenditure	Balance	% Spent	
Reserve from 2015/16	£ 2,402.25			£ 2,402.25		
Rent		£ 50.00	£ 50.00	£ -	100.00%	
Cleaning		£ 2,000.00	£ 604.44	£ 1,395.56	30.22%	
Electricity		£ 500.00	£ 186.82	£ 313.18	37.36%	
Miscellaneous		£ 300.00	£ 333.61	-£ 33.61	111.20%	
Grass Cutting		£ 700.00	£ 450.00	£ 250.00	64.29%	
Skate Park Maintenance		£ 1,000.00	£ -	£ 1,000.00	0.00%	
Staffing Costs		£ 3,921.00	£ 2,978.01	£ 942.99	75.95%	
TOTAL EXPENDITURE	£ 2,402.25	£ 8,471.00	£ 4,602.88	£ 6,270.37	54.34%	

STRAND WHARF DETAILED BUDGET				2016/17		
INCOME & EXPENDITURE	Budget 2016/17	Income	Expenditure	Balance	% Spent	
Income	£ 1,000.00					
Strand Wharf Running Costs	£ 2,000.00		£ 35.00	£ 1,965.00	1.75%	
Maintenance	£ 300.00		£ 780.57	-£ 480.57	260.19%	
Electricity	£ 150.00		£ 158.31	-£ 8.31	105.54%	
Memorial Plaques		£ 3,500.00	£ 365.28	£ 3,134.72		
TOTAL EXPENDITURE	£ 2,450.00	£ 3,500.00	£ 1,339.16	£ 4,610.84	54.66%	