



Leigh-on-Sea Town Council

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Chairman: Cllr Carole Mulroney
Vice Chairman: Cllr Caroline Parker
Town Clerk: Paul Beckerson



MINUTES OF THE MEETING OF THE LEIGH COMMUNITY CENTRE COMMITTEE HELD AT 7.30PM ON TUESDAY 20th NOVEMBER 2012 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD. LEIGH-ON-SEA

Present Cllrs: Richard Herbert (Chairman), Mark Bromfield, Syrie Cox, Geoff Crawford and Carole Mulroney

In attendance: Cllrs Donald Fraser and Paul Lawrence, Paul Beckerson (Town Clerk)

The meeting opened at 7.30pm

1. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the inaugural meeting of the LCC Committee.

2. ELECTION OF VICE CHAIRMAN

Cllr Mark Bromfield was elected Vice Chairman

3. APOLOGIES FOR ABSENCE

Cllr Patsy Ryan

4. DECLARATION OF MEMBERS' INTERESTS

None

5. REVIEW OF CURRENT SITUATION (CHAIRMAN'S REPORT)

The Implementation Plan had been fulfilled although behind schedule. The prime purpose of saving the LCC and getting it up and running had been achieved. The Centre's, and the council's success had created an additional heavy workload for the staff and procedures were being evolved to deal with the situation.

There had been a number of problems with the IT systems following the move which were now resolved (email hacking, a defective server hard drive and poor internet connectivity). The internet service has been upgraded to Infinity Option 2 with a download speed of 80,000kbps and an upload speed of 20,000kbps. The provision of twin screens on the three new computers has enabled more efficient working. The new telephone system has given three incoming lines which are constantly busy.

Face to face contact with residents has increased fourfold, with enquiries for both LCC and LTC related matters. Involvement with other groups such as Metal Culture, White Bus Cinema, U3A and WEA has meant the Centre is constantly in use. The Affordable Art Wall is arousing interest in the Centre. Overall there is a greatly enhanced profile for the Town Council.

The higher profile and use had created some difficulties but these were gradually being overcome. Whilst work has been carried out to the interior of the building there has been no change to the façade and comments have been made by the public. The budget still contains many unknowns and it is impossible to predict seasonal variations in hiring patterns at this stage.

6. PROCEDURES FOR USE OF LCC DONOR'S FUND EARMARKED RESERVE

The Committee **RESOLVED**:

That the LCC Manager be delegated the power to spend the funds, in consultation with the donors if required

7. REPORTING PROCEDURES FOR THE LCC MANAGER

Members considered the proposed reporting procedure in Report 2129/RH and after discussing the individual points **RESOLVED**.

a) That the LCC Manager will prepare a monthly report addressing the following headings as appropriate. Members made it clear that it would only be necessary to report on a particular heading if something of note had occurred.

1. Marketing and promotion
2. Staffing
3. Volunteers
4. Advisory board
5. Liaison with other organisations and partners
6. Building maintenance
7. Health and safety
8. Business development
9. Matters arising
10. Feedback and Impact on the Community
11. Bookings and budget (this to be based on invoiced bookings)

Members may ask for reports on other matters by giving notice in writing.

b) That the Scheme of delegation be deferred to a meeting of the Committee to be held prior to F&GPC on 4th December.

8. BUDGET REPORT – Report 2128/LCC – 15th November 2012 (Appendix 1 to the agenda)

Members discussed the staffing costs and their allocation to the budget. It was **AGREED** that there should be a footnote to explain that the staffing was based on 8 months (1st August 2012 – 31st March 2013) and that pre August costs should be allocated separately to the budget at the end of the year.

Members noted that the implementation plan had been completed under budget despite including the decoration of the lower hall which had not originally been budgeted for.

The report was **noted**

9. LEIGH COMMUNITY CENTRE BUDGET 2013/14 (Appendix 2 to the agenda)

The Committee **RECOMMENDED** the budget to F&GPC for adoption.

The meeting closed at 9.15pm