



Leigh-on-Sea Town Council

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



MINUTES OF AN EXTRAORDINARY MEETING OF THE LEIGH COMMUNITY CENTRE COMMITTEE HELD AT 7.00PM ON TUESDAY 4th DECEMBER 2012 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Richard Herbert (Chairman), Mark Bromfield, Geoff Crawford, Carole Mulroney, Caroline Parker and Patsy Ryan

In attendance: Cllr Donald Fraser, Paul Beckerson (Town Clerk)

The meeting opened at 7.04pm

11. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting and announced that the Cory Trust had approved the grant application for chairs and signage; it was now going through their validation procedures and a formal response is expected soon. Income receipts were in line with predictions.

12. APOLOGIES FOR ABSENCE

Cllr Syrie Cox

13. MINUTES OF MEETING HELD ON 20th NOVEMBER 2012

The minutes of 20th November 2012 were agreed and signed by the Chairman.

14. DECLARATION OF MEMBERS' INTERESTS

None

15. LCC MANAGER'S SCHEME OF DELEGATION – Report 2130 (Attached as Appendix 1 to the agenda)

Members considered the options presented in Report 2130 and **RESOLVED** to delegate the following to the LCC Manager:

1. **Staff** hiring of Janitorial Staff
2. **Staff** appraisals
3. **Staff** deployment, hours of work, training
4. **Temporary staff/ overtime**
5. **Building** maintenance/repair up to £2,000 for any one occurrence
6. **Building** use of space
7. **Health and Safety** implementation
8. **Utilities** contracts and services up to £2,000 for any one occurrence
9. **Hiring** day-to-day, events
10. **Hiring** applying room rates and other charges
11. **Business development** implementation
12. **Equipment** purchase, replacement or repair up to £1,000 for any one occurrence
13. **"Friends" donations usage** policy etc.
14. **Marketing** placing routine adverts
15. **Marketing** initial web site design
16. **Marketing** web site maintenance, proactive press releases

- 17. **Volunteers** training, CRB checks
- 18. **Volunteers** deployment, safety, hours
- 19. **Budget** preparing in conjunction with the Chairman
- 20. **Budget** spending in conjunction with the Town Clerk

16. VARIATION OF SOUND CONTROL EQUIPMENT DELEGATION

The Committee **RESOLVED** to vary the delegation to the Town Clerk to include possible other forms of control recommended by the Acoustician.

The meeting closed at 7.28pm