



Leigh-on-Sea Town Council

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Chairman: Cllr Caroline Parker
Vice Chairman: Cllr Paul Lawrence
Town Clerk: Paul Beckerson



MINUTES OF A MEETING OF THE LEIGH COMMUNITY CENTRE COMMITTEE HELD AT 7.30PM ON WEDNESDAY 5th JUNE 2013 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD. LEIGH-ON-SEA

Present Cllrs: Mark Bromfield (Chairman), Geoff Crawford, Jerry Holden, Pat Holden, Paul Lawrence, Carole Mulroney, Caroline Parker, Cliff Passmore and David Stanley.

In attendance: Cllr Donald Fraser, Paul Beckerson (Town Clerk), Vivien Choppen (Senior Administrator) (Until Min 11)

The meeting opened at 7.30pm

2. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

3. ELECTION OF VICE CHAIRMAN

Cllr David Stanley was elected Vice Chairman.

4. APOLOGIES FOR ABSENCE

Cllrs Syrie Cox and Richard Herbert, Vanda Moyse (Community Centre Manager) on annual leave

5. MINUTES OF MEETINGS HELD ON 16th APRIL and 8th MAY 2013

The minutes of 16th April and 8th May 2013 were agreed as correct records and signed by the Chairman.

6. DECLARATION OF MEMBERS' INTERESTS

There were none.

7. COMMUNITY CENTRE MANAGER'S REPORT – Report 2222/CC (Appendix 1 to the agenda)

Members considered the report and asked for points of clarification on the following:

1(a) Madelaine Murphy was assisting on a pro bono basis.

1(b) The cost was £600 in the year 2013/14.

3 Volunteers – There had been an expression of interest by a person for the Volunteer Co-ordinator role (F&GPC Min 183). The Chairman and Vice Chairman expressed an interest in meeting with them.

6(b) Redecoration had taken place in Rooms 4 and 5, the doors to accommodate the Thursday Club were to be paid by SBC under the terms of the lease, which had finally completed today.

The Committee **noted** the report.

8. DEBRIEF OF WEDDING 25th May 2013 - Report 2219 and 2218 (Appendix 2 to the agenda)

There were some concerns over the actual cost of the wedding, but it had made a small profit of £87.73 when the contribution to the cost of the Wedding Licence was factored in. In future there

would be a contribution from the Bar profits. It was difficult to separate out preparatory work from the normal LCC Manager work load.

9. REPORT ON INCIDENT AT WEDDING - Report 2220 (Appendix 3 to the agenda)

Members discussed the incident in some detail; no amount of risk assessments could deal with human error. It was confirmed that no permissions were required by the SBC Assets Manager. It was **agreed** that in future evidence would be required that the operator was a competent person to install and dismantle LPG equipment.

10. DISCUSSION PAPER REGARDING A DEDICATED COUNCIL CHAMBER IN THE LCC – Cllr David Stanley. (Appendix 4 to the agenda)

The Committee considered the idea worth exploring. The Chairman and Vice Chairman would meet with the LCC Manager to explore options.

11. BUDGET REPORT – (Final Outturn) – Report 2217/LCC – (Appendix 5 to the agenda)

The income statement was not fully up to date as the New Year accounting system had only just been opened and the income was not fully updated. The predictive figure would be updated for the next meeting.

The reports were **noted**.

12. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

That in view of the confidential nature of the business to be transacted in item 12 the public and press be temporarily excluded and they are instructed to withdraw (SO.1(c)) - (staffing)

13. STAFFING REVISIONS (Confidential Appendix 6 to the agenda)

The Committee discussed the two reports in some depth and agreed to support the recommendations in both with the revision of one word in the first recommendation of report 2183A, second line change 'supervisory' to 'advisory'.

The meeting closed at 9.41pm