



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 3rd JULY 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 Mulrone, Caroline Parker and David Stanley.

In attendance: Cllrs Donald Fraser and John Wren, Paul Beckerson (Town Clerk), Vanda Moyse (LCC Manager)

The meeting opened at 7.30pm

14. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

15. APOLOGIES FOR ABSENCE

Cllrs Syrie Cox, Richard Herbert and Cliff Passmore,

16. MINUTES OF MEETING HELD ON 5th JUNE 2013

The minutes of 5th June 2013 were agreed as a correct record and signed by the Chairman.

17. DECLARATION OF MEMBERS' INTERESTS

There were none.

18. COMMUNITY CENTRE MANAGER'S REPORT – Report 2231/CC (Appendix 1 to the agenda)

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

The LCC Manager reported on progress regarding the web-site, it was **AGREED** that when a draft was ready that it would go to the Presentation Working Party was comment.

A question was raised regarding the back-up procedures used by Edge for the booking software. Edge would be asked for a copy of their policy. In addition the office took a hard copy every 2 weeks.

The state of the lifts was clarified; the main lift and the one next to Room 8 were both in working order. The lift in the Lower Hall was not presently working a report was waited on its condition prior to any work being carried out. If Express Lifts considered it not viable to repair it, alternative provision would be sought.

The Committee **noted** the report.

19. UNIFORMS FOR CARETAKING STAFF – Report 2232/VM (Appendix 2 to the agenda)

Members discussed the various options outlined in the report. It was generally thought that 3 set should be acquired and a tabard or similar be obtained for use by relief staff. Black as a colour was not favoured and a dark shade of blue would be preferable. The Committee recommended

that a similar uniform be obtained for the Skate Park Operative; the LF&E chairman undertook to put this on the agenda of that Committee.

It was **RESOLVED** to obtain 3 uniforms for the Caretaking Staff, this was delegated to the LCC Manager to implement.

20. TO CONSIDER RECRUITING A VOLUNTEER CO-ORDINATOR FOR THE LCC

The Committee was informed that an expression of interest had been advised to Cllr Pat Holden. The Committee agreed that the Chairman and Vice Chairman would approach the interested party for initial discussions. Members were reminded that the remit of the Co-Ordinator was for volunteer use across all Council functions and not just the Community Centre.

21. INFORMATION ON DEDICATED COUNCIL CHAMBER IN THE LCC – Report 2239/TC (Appendix 3 to the agenda)

Clarification was requested regarding the income figures and use regarding Room 6. It was confirmed that the income related to non-council use and that all the use was compatible with the room as laid out.

22. INFORMATION FLOW – Cllr Mark Bromfield

The Vice Chairman stated that he had requested information and that this had not been forthcoming.

Members generally felt that all Committees were treated on a similar basis and had experienced no problems, holding briefing meetings with the Town Clerk when preparing the agenda and seeking information as required.

23. ADVICE FROM ACCOUNTANT REGARDING VAT – F&GPC Meeting 2nd July 2013 – Minute 39

Members were informed that a recommendation was going to Council to engage an experienced Council Accountant to give advice. In order to cover the expected expenditure it was **agreed** to vire £1,000 from Contingencies to Professional Fees. Any additional Staff Training would be funded from the Council Staff Training Budget.

24. BUDGET REPORT – Report 2237/LCC – (Appendix 4 to the agenda)

It was **agreed** to amend the budget sheet to display the Friends money as a separate line combining income and expenditure. The income sheet could be simplified, Cllr Jerry Holden will meet with the Town Clerk to agree a revised format.

The reports were **noted**.

The meeting closed at 8.48pm