



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)

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 6<sup>th</sup> NOVEMBER 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 and Caroline Parker (until Min 66).

In attendance: Cllr Donald Fraser, Paul Beckerson (Town Clerk), Vanda Moyse (LCC Manager) and Vivien Choppen (Senior Administrator)

***The meeting opened at 7.30pm***

46. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

47. APOLOGIES FOR ABSENCE

Cllrs Syrie Cox, Richard Herbert, Cliff Passmore and David Stanley

48. MINUTES OF MEETING HELD ON 2<sup>nd</sup> OCTOBER 2013

The minutes of 2<sup>nd</sup> October 2013 were agreed as a correct record and signed by the Chairman with an amendment to Minute 41, delete the words "where the hiring benefited the Council and promotion of the LCC" and replace with "to the Shoreline Event and to present to a future meeting a framework for discounting where appropriate"

49. DECLARATION OF MEMBERS' INTERESTS

There were none

50. 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 agenda item 6 the public and press be temporarily excluded and they are instructed to withdraw (SO.1c) – (Contractual)

***Start of Confidential Business***

51. LCC CAFETERIA REPORT – Report 2271/VM/TC (Confidential Appendix 9 to the agenda)

Members discussed the report in some detail and considered the options outlined.

It was **RESOLVED** that Option 5 be progressed as a matter of urgency:

**Negotiate continuation of present operation under new management.**

It was proposed that a Working Party is established to carry out the negotiations. Proposed Cllr Mark Bromfield. seconded Cllr Carole Mulroney.

The Committee **RESOLVED** to establish the Working Party.

The Working Party would consist of Cllrs Jerry Holden, Paul Lawrence, Carole Mulrone, the Community Centre Manager and the Town Clerk. It was further agreed that on the conclusion of the negotiations, an Extraordinary Meeting would be called to discuss the proposals.

52. INCOME AND EXPENDITURE – Cllr Mark Bromfield (Confidential Appendix 10 to the agenda)

Discussion of this item was deferred to item 22 Budget Reports.

***End of Confidential Business***

53. COMMUNITY CENTRE MANAGER'S REPORT – Report 2274/VM (Appendix 1 to the agenda)

The LCC Manager presented her report. Members were keen to see any Marketing Strategy linked to the possible increase in the staff overhead and that there needed to be a strategic overview to inform decision making.

It was thought by some members that more self-help could be utilised to facilitate room change around. It was stated that this already happened to some extent, but quite often it was easier to have the caretakers do it because of speed and possible health and safety issues.

The Committee **noted** the report.

54. DRAFT SPECIFICATION FOR EXTERNAL REVIEW (Appendix 2 to the agenda)

Members considered the initial draft and made the following suggestions to widen its scope and inform the reviewer:

- Look back at the first year of operation and compare this with the original Business Plan.
- To what extent has the project met the original aims and objectives.
- How do the use classes foreseen in the Business Plan bear out in reality, what classes are not using the LCC
- What are the demographics of its users?
- What in terms of utilisation is realistic and is the LCC able to become self-financing taking into account the agreed subsidy.
- Undertake a comparison with two similar LA run Community Centres both in terms of use and finances
- How would an increase in commercial use impact on community provision
- Circulate customer satisfaction surveys to LCC to inform the review, copies to be circulated to members.

It was agreed to investigate potential reviewers and what costs would be involved.

The Committee **RESOLVED** that the specification be amended and circulated for Members comments.

55. DRAFT STRATEGIC REVIEW (Appendix 3 to the agenda)

It was **RESOLVED** to withdraw the report and for this year roll the Strategic and External Review into one.

56. SHORELINES LIGHTING ELECTRICAL SUPPLY – Report 2272/TC (Appendix 4 to the agenda)

The Committee confirmed the expenditure of £1,280 for 16mm 3 Core instead of 10mm at £980 as outlined in the report.

57. EMERGENCY PLAN – Report 2273/TC&CM (Appendix 5 to the agenda)

The Committee **noted** the report.

58. FRIENDS OF LEIGH COMMUNITY CENTRE – Report 2275/CM (Appendix 6 to the agenda)

The Committee **noted** the report.

59. FAÇADE PROJECT REFERRED FROM S&TPSC 29<sup>th</sup> October 2013 (Min 7) – Cllr Richard Herbert (Appendix 7 to the agenda)

The Committee discussed the merits of undertaking the work outlined in the report. It was generally felt that the façade should be repaired where necessary and repainted.

The Committee **RESOLVED** to have the façade surveyed for condition and from that specification get quotations for undertaking the work for consideration by the Committee.

60. ITEMS 15 and 16 on the agenda were not taken as they had already been discussed.

61. ONLINE BOOKINGS – Cllr Mark Bromfield

The practicalities of an online booking system were discussed. It was felt that it was not practical to implement because of the diverse nature of the bookings and that the loss of personal involvement with hirers would be detrimental to the operation of the LCC.

62. ITEM 18 on the agenda had already been discussed.

63. MARKETING PLAN – Cllr Mark Bromfield

This had been discussed under the LCC Managers Report and again it was emphasised that there must be a holistic view between marketing and staffing.

64. CCTV EQUIPMENT – Cllr Mark Bromfield

It was **RESOLVED** to obtain prices to install the cameras removed from Connexions and bring these back to the Committee.

65. ITEM 21 on the agenda was not discussed

66. BUDGET REPORT – Report 2279/LCC – (Appendix 8 to the agenda)

***Cllr Caroline Parker left the meeting***

It was **agreed** to remove the line Staff Training from the budget sheet. The apportionment of wages was queried it was clarified that the main budget reports always included the total apportionment, the existing wages that were paid prior to the LCC operating are only identified because they are not an extra expense.

The reports were **noted**.

***The meeting closed at 9.38pm***