



Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Syrie Cox
Town Clerk: Paul Beckerson



MINUTES OF A MEETING OF THE COMMUNITY FACILITIES COMMITTEE HELD AT 7.30PM ON WEDNESDAY 25th FEBRUARY 2015 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD. LEIGH-ON-SEA

Present Cllrs: David Stanley (Chairman), Richard Herbert, Carole Mulroney, Caroline Parker and Patsy Ryan (from Min 87)

In attendance: Paul Beckerson (Town Clerk), Ros Coffey (LCC Manager)

The meeting opened at 7.30pm

79. ELECTION OF CHAIRMAN

Cllr David Stanley was proposed Cllr Caroline Parker and seconded Cllr Carole Mulroney

Cllr David Stanley was elected Chairman

80. ELECTION OF VICE CHAIRMAN

Cllr Richard Herbert was proposed Cllr David Stanley and seconded Cllr Carole Mulroney

Cllr Richard Herbert was elected Vice Chairman

81. CHAIRMAN'S OPENING REMARKS

The Chairman thanked members for their confidence in him and looked forward to working together for the future of the Community Centre and the other responsibilities of the new Committee.

82. APOLOGIES FOR ABSENCE

Cllrs Syrie Cox and Pat Holden

83. MINUTES OF MEETINGS HELD TRANSPORT & HIGHWAYS ON 17th DECEMBER 2014 AND LEIGH COMMUNITY CENTRE ON 7th JANUARY 2015

The minutes of the meeting of Transport & Highways Committee 17th December 2014 and Leigh Community Centre Committee 7th January 2015 were agreed as a correct record and signed by the Chairman.

84. DECLARATION OF MEMBERS' INTERESTS

Cllr Carole Mulroney declared a non-pecuniary interest in the bursary application by Leigh Port Partnership as Secretary to the partnership.

85. COMMUNITY CENTRE MANAGER'S REPORT – Report 2483/RC (Appendix 1 to the agenda)

The Manager highlighted aspects of the report. A question was raised regarding progress on the website, there had been a meeting with a provider but to date no communication had been received.

The Committee **RESOLVED** that an alternative provider be approached and that a full working draft site be produced at the next meeting of the Committee on 7th April 2015.

The Committee discussed the proposed IT training for hirers. A proposal was put that an additional 3 wireless hubs be obtained to give 100% wireless access in the building.

Proposed Cllr Carole Mulroney; seconded Cllr David Stanley

The Committee **RESOLVED** that 3 additional wireless hubs be obtained and to be funded from the equipment budget.

The Committee were advised that a fridge was being obtained for the office and this could be used by hirers, to be funded from the Friends Budget under the delegated powers of the Manager.

The Committee **noted** the report.

86. BURSARY APPLICATION BY YOUTH AT RISK, SOUTHEND GIRLS – (Appendix 2a to the agenda)

The Committee considered the application and **RESOLVED** to defer it pending further information and to delegate the decision to LCC Manager in consultation with the Chairman.

87. BURSARY APPLICATION BY LEIGH PORT PARTNERSHIP (Appendix 2b to the agenda)

Cllr Patsy Ryan joined the meeting

A proposal was put to agree the application. Proposed Cllr David Stanley; seconded Cllr Caroline Parker

The Committee **RESOLVED** to agree the application.

88. ELSIE'S PLACE FINANCIAL REPORT – Report 2484/PB (Appendix 3 to the agenda)

The report was **noted**.

89. BUDGET REPORT – Report 2483/LCC (Appendix 4 to the agenda)

Members considered the budget and wished to make the following recommendations to Policy and Resources Committee. The Committee wished to declare the following underspends as earmarked reserves.

Skate Park Budget – that any underspend at the end of the financial year be an earmarked reserve for Skate Park Maintenance. Proposed Cllr Carole Mulroney; seconded Cllr Richard Herbert

Leigh Community Centre Budget – that any underspend at the end of the financial year be an earmarked reserve for refurbishment works and equipment to the Community Centre. Proposed Cllr Carole Mulroney; seconded Cllr Richard Herbert.

Highway Budget - that any underspend at the end of the financial year be an earmarked reserve for bollard painting and street sign cleaning. Proposed Cllr Carole Mulroney; seconded Cllr Caroline Parker

The Committee **RESOLVED** to recommend the creation of the above earmarked reserves to Policy and Resources Committee.

The reports were **noted**.

90. LCC DEVELOPMENT WORKING PARTY 4th FEBRUARY 2015 – Report 2473/LLCDWP (Appendix 5 to the agenda)

The Committee **noted** the report and the progress made to date.

91. REVISED LCC TERMS AND CONDITIONS (Appendix 6 to the agenda)

Amendments proposed by Cllr Donald Fraser:

Page 16 of the agenda: End of Hire,

As grammar changes suggest slight rewording of B, D and E

B 'ensuring that contents temporarily positions are promptly replaced'

D 'collecting and bagging all rubbish at the end of the hire period'

E 'ensuring that the Centre is cleared'

The Committee considered the proposed amendments and **RESOLVED** to agree them together with the amendments proposed by Cllr Donald Fraser.

92. 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 93 and 94 the public and press be temporarily excluded and they are instructed to withdraw (SO.3(d)) - (contractual)

Start of confidential business

93. REVISED LCC CHARGING STRUCTURE – (Confidential Appendix 1 to the agenda)

The Committee considered the proposed charging structure and the recommendation that post April 2015 ancillary items such as IT equipment and amplification are not charged separately and are inclusive in the hire fee.

The Committee **RESOLVED** to agree the revised charging structure attached as appendix 1.

94. LCC BUILDING CONDITION SURVEY – (Confidential Appendix 2 to the agenda)

The Committee **noted** the condition survey.

End of confidential business

The meeting closed at 8.53pm

Proposed Charging Structure from April 2015

Non- Commercial Rates									
	Current Charges			Proposed Charges					
	Flat rate	10% Discount	Difference	Flat rate	Discount	Difference	Flat Rate Increase	Discount increase	
<i>Small Rooms</i>									
Band 1	£7.00	£6.30	£0.70	£7.70	£7.00	£0.70	£0.70	£0.70	£0.70
Band 2	£11.44	£10.30	£1.14	£12.00	£11.00	£1.00	£0.56	£0.70	£0.70
Band 3	£12.58	£11.23	£1.35	£14.00	£12.50	£1.50	£1.42	£1.27	£1.27
<i>Mid Rooms</i>									
Band 1	£10.00	£9.00	£1.00	£11.00	£10.00	£1.00	£1.00	£1.00	£1.00
Band 2	£17.05	£15.30	£1.70	£18.75	£17.00	£1.75	£1.70	£1.70	£1.70
Band 3	£18.75	£16.98	£1.87	£20.50	£18.50	£2.00	£1.75	£1.52	£1.52
<i>Hall & Café Exclusive</i>									
Band 1	£16.00	£14.40	£1.60	£17.50	£16.00	£1.50	£1.50	£1.60	£1.60
Band 2	£25.60	£23.04	£2.56	£28.00	£25.75	£2.25	£2.40	£2.71	£2.71
Band 3	£28.16	£25.35	£2.81	£31.00	£28.00	£3.00	£2.84	£2.65	£2.65

Commercial Rates									
		Flat rate	10% Discount	Difference	Flat rate	Discount	Difference	Flat Rate Increase	Discount increase
<i>Small Rooms</i>									
Band 1		£17.00	£15.30	£1.70	£19.00	£17.00	£2.00	£2.00	£1.70
Band 2		£27.20	£24.48	£2.72	£30.00	£27.00	£3.00	£2.80	£2.52
Band 3		£29.92	£26.93	£2.99	£33.00	£30.00	£3.00	£3.08	£3.07
<i>Mid Rooms</i>									
Band 1		£20.00	£18.00	£2.00	£22.00	£20.00	£2.00	£2.00	£2.00
Band 2		£32.00	£28.80	£3.20	£35.00	£32.00	£3.00	£3.00	£3.20
Band 3		£35.20	£31.68	£3.52	£39.00	£35.00	£4.00	£3.80	£3.32
<i>Hall & Café Exclusive</i>									
Band 1		£26.00	£23.40	£2.60	£28.00	£26.00	£2.00	£2.00	£2.60
Band 2		£41.60	£37.44	£4.16	£44.00	£42.00	£2.00	£2.40	£4.56
Band 3		£45.76	£41.20	£4.56	£48.00	£45.00	£3.00	£2.24	£3.80

Event Rates

<i>Non Commercial Rates Lower Hall & Café</i>								
	Flat rate	10% Discount	Difference	Flat rate	Discount	Difference	Flat Rate Increase	Discount increase
Weekday Half Day AM / PM	£150.00	£135.00	£15.00	£165.00	£150.00	£15.00	£15.00	£15.00
Sat - Sun Half Day	£150.00	£135.00	£15.00	£165.00	£150.00	£15.00	£15.00	£15.00
Full Day (9 hours)	£295.00	£265.50	£29.50	£325.00	£295.00	£30.00	£30.00	£29.50
Mon - Thurs Eve	£175.00	£157.50	£17.50	£200.00	£175.00	£25.00	£25.00	£17.50
Fri - Sat Eve	£200.00	£180.00	£20.00	£225.00	£200.00	£25.00	£25.00	£20.00
Sun Eve	£175.00	£157.50	£17.50	£200.00	£175.00	£25.00	£25.00	£17.50
<i>Commercial Rates Lower Hall & Café</i>								
	Flat rate	10% Discount	Difference	Flat rate	Discount	Difference	Flat Rate Increase	Discount increase
Weekday Half Day AM / PM	£245.00	£220.50	£24.50	£275.00	£245.00	£30.00	£30.00	£24.50
Sat - Sun Half Day	£245.00	£220.50	£24.50	£275.00	£245.00	£30.00	£30.00	£24.50
Full Day (9 hours)	£478.00	£430.20	£47.80	£520.00	£478.00	£42.00	£42.00	£47.80
Mon - Thurs Eve	£288.00	£259.20	£28.80	£310.00	£288.00	£22.00	£22.00	£28.80
Fri - Sat Eve	£313.00	£281.70	£31.30	£330.00	£313.00	£17.00	£17.00	£31.30
Sun Eve	£300.00	£270.00	£30.00	£310.00	£288.00	£22.00	£10.00	£18.00
<i>Wedding Package (2 hours Room hire, Registrar interview room - Room 4 or Room 7)</i>								
Weekday	£85.00			£100.00		£15.00	£15.00	
Saturday	£120.00			£150.00		£30.00	£30.00	