



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk

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 TUESDAY 7TH APRIL 2015 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Richard Herbert (Vice-Chairman), Geoff Crawford, Carole Mulroney and Caroline Parker

In attendance: Cllr Donald Fraser and Helen Symmons (Assistant Town Clerk)

The meeting opened at 7.30pm

95. CHAIRMAN'S OPENING REMARKS

In the absence of the Chairman, the Vice-Chairman welcomed all to the meeting and would chair the meeting

96. APOLOGIES FOR ABSENCE

Cllrs: Syrie Cox, Paul Lawrence, Patsy Ryan and David Stanley

97. TO APPROVE THE MINUTES OF THE MEETING 25TH FEBRUARY 2015

The minutes of the meeting of Community Facilities Committee 25th February 2015 were agreed as a correct record and signed by the Vice-Chairman.

98. DECLARATION OF MEMBERS' INTERESTS

Cllr Caroline Parker declared a non-pecuniary interest in item 6 – Skate Park Emergency H&S repairs and financial reference to Policy & Resources as a family member to the Skate Park cleaner.

99. COMMUNITY CENTRE MANAGER'S REPORT

There being no report this month, the Vice-Chairman reported on the actions taken place in line with the Agenda items mentioned.

External Advertising Display Screen – This is a second hand unit and considered an advantage to the Centre, eliminating unnecessary banner displays.

Fridge – now in the Office and will be useful to hirers

Website – ICT are specialists with public sector websites. Draft of website should be up in a short space of time. Cost of this item previously agreed from publicity budget.

H&S documentation – already reviewed as unsatisfactory and measures in place to ensure completed from now on with regular auditing by the Town Clerk.

Cracks in Skate Park – repaired and bollard installed, however report from skate park users received that surface is already breaking up creating dust and small pebbles. Cllr Parker to check with Cheryl Hedges. Point raised to ask Castle Point and Rayleigh Councils regarding their skate park surfaces and contractors. May be a need to call our contractors back.

Notice board – question of the breakdown of the cost was unknown.

100. SKATE PARK EMERGENCY H&S REPAIRS AND FINANCIAL REFERENCE TO POLICY & RESOURCES (Cracks and Bollard Replacement) Officer's Report

Cllr Parker wished it recorded that the new bollard is not the same as the original one there and looks unprofessional. Vice-Chairman will investigate this matter.

The Committee **noted** that the expenditure figures quoted in the Agenda were inaccurate and **asked** to approve the expenditure of £1,333.51 with £655.49 from the Skate Park Maintenance Budget and to request that Policy and Resources Committee transfer the sum of £678.02 from the renewals budget to cover the residual cost.

The Committee **RESOLVED** to confirm the expenditure and recommended the transfer to P & R.

101. APPLICATIONS FOR BURSARY FUNDING FROM LEIGH OPERATIC SOCIETY, ROYAL BRITISH LEGION, LADY MCADDEN BREAST SCREENING TRUST AND FISHWIVES CHOIR.

Agenda items 7, 8, 9 & 10 were considered together.

It was noted that with more bursary applications being received, a return to policy would be prudent. Originally the bursary system was evoked for small groups to hold a series of meetings and not just one off bookings. Not seeing the accounts of the groups is not best practice.

Proposal made by Cllr Mulronee to grant 50% of the bursary amount for each request made by the groups stated. **Seconded** by Cllr Parker.

Amended Proposal made by Cllr Mulronee and **seconded** by Cllr Parker to grant 50% of the bursary amount for each request made by the groups stated until a policy agreed.

The Committee **RESOLVED** the amended proposal

102. BURSARY APPLICATIONS CLARIFICATION OF DOCUMENTATION AND CRITERIA REGARDING AWARDS

The committee discussed the request.

Amended proposal by Cllr Mulronee and **seconded** by Cllr Crawford that the Committee is requested to consider having a PDG meeting to discuss this topic and to set a date and that no further one off bursaries be agreed until a policy set

The Committee **RESOLVED** the amended proposal and to meet 21st April at 6.30 p.m.

103. PROTECTING LEIGH'S ASSETS

Cllr Mulronee spoke further on the agenda item with the next step being to refer to SBC as to what action would provide realistic protection. The project would be a record for historic and community purposes and hoped to be a community project for all the town.

Amended proposal to the motion made by Cllr Mulronee and **seconded** by Vice-Chairman on item 3, **That Policy and Resources Committee be requested to authorise the sum of £200**

The Committee **RESOLVED** the motion with the amendment

104. ELSIE'S PLACE CIC FINANCIAL STATEMENT – 31st March 2015 – Report 2502/PB (Appendix 2)

It was stated that no notice had been given to Cllrs with regard to the recent advert for a new franchisee of Elsie's Place. The Committee were reminded that the decision had been made some time ago to undertake this. Additionally, the directors of Elsie's Place had given their

resignation so a new franchisee needs to be found. The Vice-Chairman asked for it to be minuted that the current Elsie's Place franchise had been very successful on many levels.

The figure for May was thought to be an advance booking.

105. BUDGET REPORT – Report 2500/CFC – 27th March 2015 – (Appendix 3)

Carry forward to next year is £15k

Cash flow pattern not the one expected. Net cost not going up but staying level, the Committee **noted** they would have preferred a reduction.

The Town Clerk would be asked to simplify the presentation of the financial report so easier to follow to highlight a pattern. It was **noted** that a standard format for ALL finance reporting for ALL committees would be useful. The Town Clerk has the responsibility to present the accounts and Cllrs should conform with the chosen preferred standard format to ensure clear and consistent reporting.

The meeting closed at 8.15pm