



# 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 LEIGH COMMUNITY CENTRE COMMITTEE HELD AT 7.30PM ON WEDNESDAY 4<sup>th</sup> JUNE 2014 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD. LEIGH-ON-SEA

Present Cllrs: Jerry Holden (Chairman), Geoff Crawford (Until Min 9), Pat Holden, Paul Lawrence, Carole Mulrone and Caroline Parker (Until Min 9) and David Stanley (Until Min 8), Ros Coffey (LCC Manager)

In attendance: Paul Beckerson (Town Clerk)

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

#### 2. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting. He was pleased to be elected Chairman and outlined where he saw the LCC going. The enterprise has established itself well with a good understanding of the business and had attracted a range of customers. Looking forward it is moving into a new stage being more proactive, strategic and outward looking together with becoming a catalyst for new activities.

#### 3. ELECTION OF VICE CHAIRMAN

Cllr David Stanley was elected Vice Chairman. Proposed Cllr Caroline Parker; Seconded Cllr Geoff Crawford.

#### 4. APOLOGIES FOR ABSENCE

Cllrs Syrie Cox, Richard Herbert and Patsy Ryan

#### 5. MINUTES OF MEETINGS HELD ON 7<sup>th</sup> and 14<sup>th</sup> MAY 2014

The minutes of the meetings of 7<sup>th</sup> and 14<sup>th</sup> May 2014 were agreed as a correct record and signed by the Chairman.

#### 6. DECLARATION OF MEMBERS' INTERESTS

There were none.

#### 7. COMMUNITY CENTRE MANAGER'S REPORT – Report 2366/RC (Appendix 1 to the agenda)

The LCC Manager took members through the report, highlighting certain aspects and answered questions relating to it.

Staffing: The Senior Caretaker post had been advertised internally and there was one applicant. The applicant would be interviewed by the LCC Manager and the Committee Chairman.

Volunteers: The WW1 commemoration. The Leigh Society were running an event on the Saturday and on the Sunday there was event with a charge of £10 per ticket.

The Committee **RESOLVED** to introduce an optional discount of £2 for pensioners to be funded by the Council.

Building Maintenance: A programme of works was being developed for the coming year and will start once the Council have ratified the change in contracted hours of a member of staff. On the back of the piano being tuned Southend Youth Orchestra and the Orpheus Choir are considering hiring the hall.

As the Committee is aware the LCC is seeking external funding, as part of the Community Assets Programme, on talking to the funder it appears that the LCC requires an up to date condition survey. Because of the time constraints in undertaking the survey, it is proposed that the funding bid be deferred to a later round.

The Committee **RESOLVED** to engage SBC to undertake the survey in September for the sum of £900 (Miscellaneous Budget) and reapply for funding after that date. It might be possible to engage SBC funding staff in putting bids together.

Health and Safety: The LCC Manager and David Bundock will be attending a H&S course organised by RCCE.

8. PURCHASE OF PA EQUIPMENT WITH SOUND LIMITING COMPRESSOR

Members discussed the proposal and agreed to include an additional two speakers for an additional fixed installation in the lower hall.

The Committee **RESOLVED** to purchase the equipment in the sum of £2,100 to be funded from the Equipment and Fittings EMR and the Community Centre EMR.

***Cllr David Stanley left the meeting***

9. ELSIE'S PLACE LICENCE – APPROVAL OF EXTENSION OF TERMS AND AMENDMENTS (Appendix 2 to the agenda)

The Committee discussed the draft licence and suggested amendments, the following were agreed:

New 9.7 The Licensee shall ensure that access by users of the Centre is not prevented to the seating area in the Property. Renumber remainder of 9.0.

Amend 9.1 change 'access to the Servery area' to 'access to the property'

Add at end of 9.4 The Licensee shall use best endeavour to staff and open the Property between 10am and 3pm Monday to Friday.

Amend 10.1 to The Operator shall introduce hirers to the Licensee when hirers request catering and food services.

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

Add new clause regarding the use of the outside area.

The Committee **RESOLVED** to delegate any further revisions and signing off the licence to the Town Clerk and the LCC Manager in consultation with the Chairman.

***Cllr Geoff Crawford left the meeting***

10. ELSIE'S PLACE FINANCIAL REPORT – Report 2367/PB (Appendix 3 to the agenda)

Members **noted** the report.

11. BUDGET REPORT – Report 2368/LCC – (Appendix 4 to the agenda)

It was proposed to add a new budget head for Equipment and Fittings in the sum of £2,500 and to reduce Contingencies to £2,000.

As a result of the recommendation to Council for the adjustment to the contract of a janitor it was necessary to amend the budget headings of the LCCC as follows:

Increase Hiring income by £5,000 to £75,000 and reduce Internal and External Maintenance budgets by £5,000.

Proposed Cllr Jerry Holden, Seconded Cllr Carole Mulroney.

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

The reports were **noted**.

***The meeting closed at 9.05pm***