



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 7th JANUARY 2015 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Jerry Holden, (Chairman), Geoff Crawford (until Min 75), Richard Herbert, Paul Lawrence (until Min 75), Carole Mulroney, Caroline Parker (until Min 75) and David Stanley

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

The meeting opened at 7.31pm

67. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting and was pleased to state that the finances of the LCC were on track and in a healthy position.

68. APOLOGIES FOR ABSENCE

Cllrs Syrie Cox, Pat Holden and Patsy Ryan

69. MINUTES OF MEETING HELD ON 3rd DECEMBER 2014

The minutes of the meeting of 3rd December 2014 were agreed as a correct record and signed by the Chairman.

70. DECLARATION OF MEMBERS' INTERESTS

There were none

71. COMMUNITY CENTRE MANAGER'S REPORT – Report 2456/RC (Appendix 1 to the agenda)

The vacancy for the 20 hour Part-Time Janitor had been filled today with the possibility of the second candidate taking up the Ad-Hoc role.

The first meeting of the user group had taken place with 7 out of the 12 invitees attending. The next meeting is scheduled for the end of March.

Members discussed the Health and Safety issues pertaining to the qualifications of instructors etc. and the overarching responsibility of the Council regarding DBS requirements when in contact with young people or vulnerable adults.

A proposal was put to obtain legal advice on the issue of qualifications.

Proposed Cllr Carole Mulroney; seconded Cllr Richard Herbert

The Committee **RESOLVED** that the LCC Manager seek legal advice on the issue.

A further proposal was put to obtain legal advice on the permissibility or recording and maintaining records of DBS documentation.

Proposed Cllr Paul Lawrence; seconded Cllr Carole Mulroney.

The Committee **RESOLVED** that the LCC Manager seek legal advice on the issue.

Members discussed how the use of LCC for major Town Council events should be accounted for. It was felt that when a major event is held, as was the case with the Farmers' Market a cross charge should be made and that Committees should include this in their budgets. The charges would be at the Community Event rate and subject to discount.

A proposal was put that Major Events should be charged to the initiating Committee.

Proposed Cllr Jerry Holden; seconded Cllr Geoff Crawford

The Committee **RESOLVED** to cross charge Committees for Major Event use.

The Rucksack Project had resulted in the provision 101 rucksacks being donated to homeless charities.

The Committee **noted** the report.

72. BURSARY APPLICATION BY SABUG – Officer's Report/RC

The Committee **RESOLVED** to grant the bursary of £61.67 for the first three meetings of 2015.

73. ELSIE'S PLACE FINANCIAL REPORT – Report 2460/PB (Appendix 2 to the agenda)

The report was **noted**.

74. BUDGET REPORT – Report 2459/LCC – (Appendix 3 to the agenda)

A proposal was put that where there were overspends against individual sub-headings that money be vired from the Contingencies Budget to cover the overspends. The proposal was not seconded so the Committee noted the overspends and wished them to remain as such.

The reports were **noted**.

75. RECONSIDERATION OF BUDGET 2015/16 (Appendix 4 to the agenda)

The Committee debated the referral back from F&GPC:

The F&GPC Committee **RESOLVED** to recommend to LCCC that a bid be presented to F&GPC to use £50,000 from the Capital Fund to contribute to the LCCC Major Projects Budget.

Cllr Paul Lawrence left the meeting

A view was put that it was fairer for the LCCC to bid to the Capital Projects Fund for refurbishment works on the same basis as other Committees of the Council. Additionally it was probably better to work up a holistic scheme for refurbishment and apply to the Public Works Loan Board for funding and to spread the cost over a longer time frame.

It was stated that the LCCC had extended the remit of the Liaison Working Party to deal with the development of the LCC (Liaison and Development Working Party) and that this body should meet to work up proposals and the way forward for the refurbishment of the LCC.

Cllrs Geoff Crawford and Caroline Parker left the meeting

A proposal was put that the items on the Budget listed below:

Major Projects £59,000; LCC Refurbishment Fund £30,000 and Non Recoverable VAT £15,872.26 be deleted from the budget.

Proposed Cllr Carole Mulroney; seconded Cllr David Stanley

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

The Committee was requested to consider if it wished to allocate any underspends from its 2014/15 Budget.

The Committee **RESOLVED** not to agree any underspends on the basis that it was too early in the Budget cycle to determine.

The Committee **RESOLVED** to recommend the amended budget to F&GPC for adoption (Appendix 1)

76. 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 77 the public and press be temporarily excluded and they are instructed to withdraw (SO.3(d)) - (contractual)

Start of confidential business

77. REPORT BACK FROM CAFETERIA WORKING PARTY – Report 2461/CWP – (Confidential Appendix 1 to the agenda)

The Committee considered the recommendation and draft Service Agreement and Licence contained in the report.

Amendments were made to the licence in sections 4.1; 9.4 and 12.2 attached as Confidential Appendix 1.

The Committee **RECOMMENDED** to Council the following.

That the revised Service Level Agreement and Licence is agreed by Council

That a licence for a period of six months from the 6th January 2015 be offered to Elsie's Place CIC subject to mutually agreed interim measures with a three month implementation period and that the bar service, apart from the pop up bar arrangement, be excluded from this.

That expressions of interest are sought from alternative suppliers based on the revised licence and Agreement and that the full terms are implemented by June 2015 whether by Elsie's Place or an alternative supplier.

End of confidential business

78. RESIGNATION OF CHAIRMAN

The Chairman Cllr Jerry Holden announced that he was resigning as Chairman of the Committee with immediate effect.

The meeting closed at 9.45pm

Sheet 9

LCC Budget 2015/16

	Income Budget	Expenditure Budget
Hiring Income	£90,000.00	
LTC Building Contribution	£25,000.00	
Bursary Fund	£1,400.00	
Rates		£8,000.00
Gas		£7,500.00
Electric		£7,000.00
Water		£1,700.00
Catering		£0.00
Communications		£1,500.00
Cleaning Materials Etc.		£1,000.00
Waste Removal / Washroom Serv.		£3,200.00
Insurance		£2,800.00
Advertising		£2,500.00
Security / Alarms		£1,200.00
Internal Maintenance		£10,000.00
External Maintenance		£6,500.00
Miscellaneous		£2,000.00
Licences		£1,000.00
IT		£1,000.00
Janitorial Costs		£500.00
Contingencies		£2,000.00
Salaries / Payroll		£128,308.00
Equipment & Fittings		£3,000.00
Non Recoverable VAT		£9,024.00
Totals	£116,400.00	£199,732.00

Includes 33% of 3 Year
Wedding Licence

Net Revenue Budget Deficit £83,332.00