



Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson

MINUTES OF THE MEETING OF THE COMMUNITY FACILITIES COMMITTEE HELD ON 6th OCTOBER 2015 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Richard Herbert (Chairman), Jill Adair, Madelaine Hanman-Murphy, Val Morgan, Carole Mulroney, Helen Robertson and Vivien Rosier

In attendance: Cllrs Donald Fraser, Declan Mulroney, Jane Ward, Paul Beckerson (Town Clerk), Francesca Smith (Community Centre Administrator) and Neil Harding (Lorna & Lottie's CIC) adjournment (until Min 32)

The meeting opened 7.30pm

31. CHAIRMAN'S OPENING REMARKS

The Chairman opened the meeting and welcomed all present.

The meeting was adjourned to allow Neil Harding to introduce himself and outline his plans for the café.

Neil Harding left the meeting.

32. APOLOGIES FOR ABSENCE

Cllr Alistair Hanman and Caroline Parker

33. APPROVAL OF MINUTES OF THE MEETING OF 29th JULY 2015

The minutes of the meeting of 29th July 2015 were agreed and signed by the Chairman.

34. URGENT MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING

The maximum sum approved in minute 24 was amended to £2,300 in the light of quotes received.

35. DECLARATION OF MEMBERS' INTERESTS

The following non-pecuniary interests were declared in Bursary Applications, Cllr Donald Fraser SABUG and Cllr Carole Mulroney Secretary of Leigh Port Partnership.

LEIGH COMMUNITY CENTRE

36. COMMUNITY CENTRE ADMINISTRATOR'S REPORT

The Committee **RESOLVED** to hold the PDG meeting at 7pm on 26th October 2015 to consider the extended report.

The Community Centre Administrator gave an overview of the work she had been undertaking and would be brought to the meeting of the PDG on 26th October 2015.

37. LORNA & LOTTIE'S CIC FINANCIAL STATEMENT (July and August 2015) – 30th September 2015 - Report 2558/PB (Appendix 2 to the agenda)

The Committee **noted** the report.

38. CONFIRMATION OF FINANCIAL CONTRACTURAL ARRANGEMENTS FOR CAFÉ AND BAR SERVICES – Report 2555/PB (Appendix 3 to the agenda)

The Committee **RESOLVED** to **note** and **confirm** the contractual arrangements set out in the report, to review the licence and draw up a contract regarding the Bar Services.

39. PURCHASE OF CAFÉ INFRASTRUCTURE ITEMS – Officer's **Decision** Report

The Committee **RESOLVED** to reimburse the Licensee £936.20 for the items listed in the inventory.

40. BUDGET REPORT – Report 2557/CFC – 28th September 2015 – (Appendix 4 to the agenda)

The Committee **noted** the report.

41. COMMUNITY FACILITIES BUDGET 2016/17 – 29th September 2015 – (Appendix 5 to the agenda)

The Phone Box Budget in Highways was amended to include the sponsorship income of £300.

The Committee **RECOMMENDED** the draft budget for 2016/17 to Policy & Resources Committee.

42. COMMUNITY CENTRE BURSARY APPLICATIONS (Appendix 6 to the agenda)

The Committee **RECOMMENDED** the report to Policy and Resources for approval.

43. 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 the public and press be excluded and instructed to withdraw (Legal action by and against the Council)

Start of confidential business

44. CONSIDERATION OF DEBTOR ISSUES – Report 2560/ES (Confidential Appendix 1)

The Committee **RECOMMENDED** to Policy and Resources that the debts of £161.28 and £56.07 are written off.

End of confidential business

The meeting closed at 8.40pm