



# 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 Carole Mulroney  
Vice Chairman: Cllr Helen Robertson  
Town Clerk: Paul Beckerson

## MINUTES OF THE MEETING OF THE COMMUNITY FACILITIES COMMITTEE HELD ON 7TH JUNE 2016 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Richard Herbert (Chairman), Carole Mulroney, Declan Mulroney, Valerie Morgan, Ron Owen, Caroline Parker (until minute 11), Helen Robertson and Vivien Rosier

In attendance: Cllrs: Karen Bowden (until minute 16), Patrick Fox (until minute 11), Donald Fraser, Graham Davison (Facilities Manager), Francesca Smith (Community Centre Administrator) and Helen Symmons (Acting Town Clerk)

### *The meeting opened 7.30pm*

#### 3. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the first CFC meeting of the Council year.

#### 4. APOLOGIES FOR ABSENCE

There were none.

#### 5. DECLARATION OF MEMBERS' INTERESTS

Cllr Carole Mulroney declared a non-pecuniary interest in Agenda item 7, Strand Wharf, being a Borough Councillor and member of the Leigh Society.

Cllr Declan Mulroney declared a non-pecuniary interest in Agenda item 7, Strand Wharf, being a member of the Leigh Society.

#### 6. APPROVAL OF MINUTES OF THE MEETING OF 5<sup>TH</sup> APRIL 2016

The minutes of the meeting of 5<sup>th</sup> April 2016 were agreed and signed by the Chairman.

#### 7. PUBLIC REPRESENTATIONS

There were none.

### COMMUNITY FACILITIES

#### 8. SKATE PARK – **Agenda item 6**

The content of Report 2596/HS was **NOTED** and discussed. Anyone interested in being a part of the project from outside the Council should be encouraged. The T&FG are to meet and develop an action plan with recommendations.

#### 9. STRAND WHARF– **Agenda item 7**

The Acting Town Clerk provided a verbal update on the progress of the Strand Wharf project.

There was a discussion with regard to the establishment of the proposed lease for the site. A confidential report will be submitted to P&R Committee 5<sup>th</sup> July.

No definitive information was submitted with regard to memorial plaques. The Acting Town Clerk will now research and submit a report at the next meeting for a decision to be made.

The Committee **RESOLVED** the Terms and Conditions document for Strand Wharf.

<b>COMMUNITY CENTRE</b>
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10. LCC PRICING STRUCTURE - **Agenda item 8**

The Council noted the proposed new structure and were advised of the analysis undertaken in making the recommendations. Following the analysis the Large Rooms & Café regular hirer rate should be £11 per hour. The new prices are to be implemented with effect from 1<sup>st</sup> April 2017. The Wedding package prices are to be implemented with immediate effect.

The Committee **RESOLVED** the pricing structure with the amended Large Rooms & Café regular hirer rate.

Thanks were recorded to the Community Centre Administrator for increasing the use of the Centre.

11. COMMUNITY CENTRE ADMINISTRATOR'S REPORT

The Committee **NOTED** the report and wished the Community Centre Administrator well for her imminent motherhood.

12. FACILITIES MANAGER'S REPORT

This was a verbal report with the following noted:

**RECOMMENDED and RESOLVED** that a new lift contractor be appointed for £325 + VAT per annum

Curtains in Room 7 now complete

Front door has been overhauled

Heating control system fitted

Flooding issue at the rear of the Centre will be resolved by jet washing drains

An Apprentice has been working at the Centre for a month. A new part time caretaker has been appointed.

Work will be commencing imminently on the ground floor gentlemen's toilets

Awaiting paint for the decoration of the café.

13. COMMUNITY CENTRE REFURBISHMENT PROJECT

The Committee **RESOLVED** to use an intern to create a Business Plan subject to the right person being employed with a full briefing. This is to be **REFERRED** to P&R Committee 5<sup>th</sup> July 2016.

14. LORNA & LOTTIE'S REPORT

The Committee **NOTED** the report

15. REQUEST FROM SBC TO USE CENTRE AS A FUNCTION REST CENTRE

The Committee **RESOLVED** the request and **NOTED** the Acting Town Clerk will liaise with SBC.

<b>FINANCIAL</b>
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16. BUDGET REPORT

The Committee **NOTED** the financial information.

***The meeting closed at 8.30 p.m.***