



# Leigh-on-Sea Town Council

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

MINUTES OF AN EXTRA-ORDINARY MEETING OF COMMUNITY FACILITIES COMMITTEE  
HELD ON 9<sup>TH</sup> NOVEMBER 2016  
AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Richard Herbert (Chairman), Carole Mulroney, Declan Mulroney, Ron Owen, and Vivien Rosier

In attendance: Paul Beckerson (Town Clerk)

***The meeting opened 7.30pm***

44. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

45. APOLOGIES FOR ABSENCE

Cllrs: Valerie Morgan, Caroline Parker and Helen Robertson

46. DECLARATION OF MEMBERS' INTERESTS

***There were none.***

47. APPROVAL OF MINUTES OF THE MEETING OF 4<sup>th</sup> OCTOBER 2016

The minutes of the meeting of 4<sup>th</sup> October 2016 were agreed and signed by the Chairman.

48. PUBLIC REPRESENTATIONS

There were none.

**COMMUNITY FACILITIES**

None

**COMMUNITY CENTRE**

49. CFC SUB-COMMITTEE APPOINTMENT OF MEMBERS

The Committee **elected** Cllrs; Richard Herbert, Declan Mulroney, Ron Owen, Vivien Rosier and Caroline Parker (Cllrs Carole Mulroney and Helen Robertson Ex Officio Members)

**FINANCIAL**

50. COMMITTEE BUDGET 2017/18 (Appendix 1 to the agenda)

The Committee considered the budget and **RESOLVED** to recommend it to Policy and Resources and Council with the following clarifications and amendments to be determined by Policy and Resources.

Sheet 3 Highways Budget

Highway Bus Shelter and Cleaning Budget – move £3,000 to LCC External Maintenance

Highways Infrastructure Budget - £500 if unspent at the end of the year consider moving it to an Earmarked Reserve

Red Telephone Box – The Leigh Society will be sponsoring the facility this year.

Sheet 9 LCC Budget

Other Income put in a budget of £1,500 for 2017/18

Gas increase budget to £6,500

Cleaning and Waste no change but the Committee requested that the service be tested against the market.

External Maintenance Budget – increase with the £3,000 from Bus Shelters, and top up with £18,500 from the General Reserve, making a total of £28,000.

Card Processing Charges – Increase to £800

A question was raised regarding the amount of surplus available in the General Reserve, the estimated 31<sup>st</sup> March 2017 being £107,678 and if lowered to £80,000 this should make £27,678 available. The Town was asked to check and clarify the position.

The amended budget is set out in Appendix 1 to the minutes.

***The meeting closed at 9.10 p.m.***

Community Facilities							
Heading	Actual 2015/16	Earmarked Reserves B/F 2015/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18
<b>INCOME</b>							
LCC Income	£ 139,386.29	£ -	£130,600.00	£ 77,609.16	£ 52,990.84	£152,400.00	£155,300.00
Strand Wharf Income	£ -	£ -	£ 1,000.00	£ 3,000.00	-£ 2,000.00	£ 3,000.00	£ -
<b>Totals</b>	<b>£ 139,386.29</b>	<b>£ -</b>	<b>£131,600.00</b>	<b>£ 80,609.16</b>	<b>£ 50,990.84</b>	<b>£155,400.00</b>	<b>£155,300.00</b>
<b>EXPENDITURE</b>							
LCC Expenditure	£ 66,044.38	£ 25,371.56	£ 71,770.00	£ 35,355.70	£ 61,785.86	£ 75,300.00	£ 99,100.00
LCC Staffing	£ 116,029.44	£ -	£134,476.00	£ 73,533.22	£ 60,942.78	£130,200.00	£139,800.00
Highways	£ 2,135.00	£ 4,831.03	£ 8,300.00	£ 338.50	£ 12,792.53	£ 12,300.00	£ 5,300.00
Skate Park Expenditure	£ 2,327.61	£ 2,402.25	£ 4,550.00	£ 1,030.78	£ 5,921.47	£ -	£ 3,550.00
Skate Park Staffing	£ 3,562.47	£ -	£ 3,921.00	£ 2,074.24	£ 1,846.76	£ 3,900.00	£ 4,000.00
Strand Wharf Expenditure	£ -	£ -	£ 2,450.00	£ 1,238.08	£ 1,211.92	£ 1,510.00	£ 1,300.00
Strand Wharf Staffing	£ -	£ -	£ 2,000.00	£ -	£ 2,000.00	£ -	£ -
<b>Totals</b>	<b>£ 190,098.90</b>	<b>£ 32,604.84</b>	<b>£227,467.00</b>	<b>£ 113,570.52</b>	<b>£146,501.32</b>	<b>£223,210.00</b>	<b>£253,050.00</b>

Sheet 3

Highways Budget

Heading	Actual 2015/16	Earmarked Reserves B/F 2015/16	Budget 2016/17	Actual to date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18	Budget % Increase
<b>INCOME</b>								
Red Telephone Box	£ 300.00	£ -	£ 300.00	£ -	£ 300.00	£ 300.00	£ 300.00	0%
<b>Total</b>	<b>£ 300.00</b>	<b>£ -</b>	<b>£ 300.00</b>	<b>£ -</b>	<b>£ 300.00</b>	<b>£ 300.00</b>	<b>£ 300.00</b>	<b>0%</b>
<b>EXPENDITURE</b>								
School Crossing Patrols*		£ 4,500.00	£ 4,500.00	£ -	£ 9,000.00	£ 9,000.00	£ 4,500.00	0%
Bus Shelter								-100%
Cleaning/Maintenance #	£ 1,835.00		£ 3,000.00	£ 38.50	£ 2,961.50	£ 3,000.00	£ -	
New Bus shelters				£ -	£ -		£ -	
Highways Infrastructure	£ -	£ 331.03	£ 500.00	£ -	£ 831.03	£ -	£ 500.00	0%
Red Telephone Box	£ 300.00		£ 300.00	£ 300.00	£ -	£ 300.00	£ 300.00	0%
Staff Costs			£ -		£ -		£ -	
<b>Total</b>	<b>£ 2,135.00</b>	<b>£ 4,831.03</b>	<b>£ 8,300.00</b>	<b>£ 338.50</b>	<b>£ 12,792.53</b>	<b>£ 12,300.00</b>	<b>£ 5,300.00</b>	<b>-36%</b>

\*NB School Crossing Patrol is an accrual

# Bus Shelter Budget no longer needed as now SBC responsibility, Committee to consider future commitment

**EMR is Ear Marked Reserve (A reserve allocated for a specific purpose)**

Discretionary Expenditure

Community Facilities Committee 9<sup>th</sup> November 2016 – Appendix 1

LCC Budget 2017/18								
	Actual 2015/16	Earmarked Reserves B/F 2015/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18	Budget % Increase
<b>INCOME</b>								
Hiring Income	£ 112,749.64		£ 105,000.00	£ 61,927.39	£ 43,072.61	£ 123,900.00	£ 125,000.00	
Other Income	£ 1,636.65		£ -	£ 847.52	-£ 847.52	£ 1,600.00	£ 1,500.00	
Events at LCC				£ 2,035.00	-£ 2,035.00	£ 1,600.00	£ 1,500.00	
LTC Building Contribution	£ 25,000.00		£ 25,000.00	£ 12,500.00	£ 12,500.00	£ 25,000.00	£ 27,000.00	
LTC Events Hire			£ 600.00	£ 299.25	£ 300.75	£ 300.00	£ 300.00	
<b>Totals</b>	<b>£ 139,386.29</b>	<b>£ -</b>	<b>£ 130,600.00</b>	<b>£ 77,609.16</b>	<b>£ 52,990.84</b>	<b>£ 152,400.00</b>	<b>£ 155,300.00</b>	
<b>EXPENDITURE</b>								
Insurance	£ 2,702.34		£ 2,800.00	£ 2,746.49	£ 53.51	£ 2,800.00	£ 2,800.00	0%
Rates	£ 7,920.00		£ 8,000.00	£ 5,589.00	£ 2,411.00	£ 8,000.00	£ 8,000.00	0%
Gas	£ 4,839.21		£ 6,500.00	£ 3,116.13	£ 3,383.87	£ 5,000.00	£ 6,500.00	0%
Electric	£ 9,032.00		£ 9,000.00	£ 4,626.00	£ 4,374.00	£ 10,000.00	£ 10,200.00	13%
Water	£ 1,653.08		£ 1,700.00	£ 767.34	£ 932.66	£ 1,500.00	£ 1,700.00	0%
Catering	£ 1,751.31		£ -	£ 312.61	-£ 312.61			
Communications	£ 1,752.06		£ 1,600.00	£ 963.67	£ 636.33	£ 1,700.00	£ 1,700.00	6%
Cleaning & Waste / H&S	£ 6,632.96		£ 7,000.00	£ 4,221.19	£ 2,778.81	£ 6,800.00	£ 7,000.00	0%
Advertising	£ 2,490.24		£ 3,000.00	£ 844.15	£ 2,155.85	£ 3,000.00	£ 3,000.00	0%
Security / Alarms	£ 129.51	£ 2,170.49	£ 2,300.00	£ 680.08	£ 3,790.41	£ 1,600.00	£ 500.00	-78%
Internal Maintenance	£ 8,028.81	£ 1,491.50	£ 10,000.00	£ 4,466.10	£ 7,025.40	£ 8,000.00	£ 13,000.00	30%
External Maintenance	£ 1,867.11	£ 4,632.89	£ 6,500.00	£ 420.68	£ 10,712.21	£ 700.00	£ 28,000.00	331%
Miscellaneous	£ 398.67		£ 2,000.00	£ 1,864.57	£ 135.43	£ 2,000.00	£ 2,000.00	0%
Website	£ 2,372.61				£ -		£ 100.00	
Card Processing Charges	£ 786.50			£ 416.59	-£ 416.59	£ 700.00	£ 800.00	
Licences	£ 4,713.00		£ 3,870.00	-£ 731.00	£ 4,601.00	-£ 200.00	£ 2,300.00	-41%
IT	£ 791.18		£ 1,000.00	£ 157.45	£ 842.55	£ 1,000.00	£ 1,000.00	0%
Professional Fees		£ 5,000.00			£ 5,000.00		£ 2,000.00	
Lease Legal Fees				£ 3,340.84	-£ 3,340.84	£ 3,300.00		
Janitorial Costs			£ 500.00		£ 500.00	£ 500.00	£ 500.00	0%
Contingencies			£ 2,000.00		£ 2,000.00	£ 2,000.00	£ 2,000.00	0%
Events At LCC	£ 939.25			£ 1,403.08	-£ 1,403.08	£ 1,000.00	£ 1,000.00	
Salaries / Payroll	£ 116,029.44		£ 134,476.00	£ 73,533.22	£ 60,942.78	£ 130,200.00	£ 139,800.00	4%
Furniture / Fixtures & Fittings (Capital)	£ 4,314.88	£ 12,076.68			£ 12,076.68	£ 12,000.00	£ 1,000.00	
Infrastructure Costs (Equipment Capital)	£ 2,929.66		£ 4,000.00	£ 150.73	£ 3,849.27	£ 3,900.00	£ 4,000.00	0%
<b>Totals</b>	<b>£ 182,073.82</b>	<b>£ 25,371.56</b>	<b>£ 206,246.00</b>	<b>£ 108,888.92</b>	<b>£ 122,728.64</b>	<b>£ 205,500.00</b>	<b>£ 238,900.00</b>	16%
Net Revenue Budget Deficit	£ 42,687.53	£ 25,371.56	£ 75,646.00	£ 31,279.76	£ 69,737.80	£ 53,100.00	£ 83,600.00	
Without Salaries	£ 66,044.38	£ 25,371.56	£ 71,770.00	£ 35,355.70	£ 61,785.86	£ 75,300.00	£ 99,100.00	
Discretionary Expenditure								

The increase represents the predicted outturn plus agreed increase in hiring charges

Hire Income: Rise %

2012/13	£ 22,776.62	Part Year
2013/14	£ 71,296.50	213%
2014/15	£ 87,298.49	22%
2015/16	£ 113,452.64	30%
2016/17	£ 119,060.82	5%
2017/18	£ 125,013.86	5%

Increased due to higher bills

Increased due to extra line with broadband

Reduced because of EMR

£2000 for Electrical Inspection

£21,500 added to Repair Programme

Includes 33% of 3 Year Wedding Licence £535

Reduction in PRS Fee to £1217 (Wedding Licence £535 in 2016/17 put into EMR)

Allows for automatic Pension Enrolment April 2017

The net deficit shows a budget increase of -£ 7,954.00

Sheet 10								
<b>Budget 2017/18</b>								
Skate Park	Actual 2015/16	Earmarked Reserves B/F 2015/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18	Budget % Increase
<b>EXPENDITURE</b>								
Rent	£ 50.00		£ 50.00		£ 50.00	£ 50.00	£ 50.00	0%
Cleaning*	£ 842.27	£ 1,414.44	£ 2,000.00	£ 604.44	£ 2,810.00	£ 1,500.00	£ 1,000.00	-50% Note
Electricity	£ 567.51		£ 500.00	£ 139.86	£ 360.14	£ 500.00	£ 500.00	0%
Miscellaneous	£ 317.83		£ 300.00	£ 286.48	£ 13.52	£ 300.00	£ 300.00	0%
Grass Cutting	£ 550.00		£ 700.00		£ 700.00	£ 700.00	£ 700.00	0%
Staff costs	£ 3,562.47		£ 3,921.00	£ 2,074.24	£ 1,846.76	£ 3,900.00	£ 4,000.00	2%
Skate Park Maintenance		£ 987.81	£ 1,000.00		£ 1,987.81	£ 1,000.00	£ 1,000.00	0%
<b>Totals</b>	<b>£ 5,890.08</b>	<b>£ 2,402.25</b>	<b>£ 8,471.00</b>	<b>£ 3,105.02</b>	<b>£ 7,768.23</b>	<b>£ 7,950.00</b>	<b>£ 7,550.00</b>	<b>-11%</b>
Without Staffing	£ 2,327.61	£ 2,402.25	£ 4,550.00	£ 1,030.78	£ 5,921.47		£ 3,550.00	
* Allowance had been made for bin replacement so budget reduction to service waste only								
	Actual 2015/16	Earmarked Reserves B/F 2015/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18	Budget % Increase
<b>Strand Wharf</b>								
<b>INCOME</b>								
Hire Income	£ -		£ 1,000.00		£ 1,000.00			
Memorial Plaques	£ -			£ 3,000.00	-£ 3,000.00	£ 3,000.00		
<b>Totals</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 1,000.00</b>	<b>£ 3,000.00</b>	<b>-£ 2,000.00</b>	<b>£ 3,000.00</b>	<b>£ -</b>	
<b>EXPENDITURE</b>								
Cleaning Staff Costs*	£ -		£ 2,000.00		£ 2,000.00			-100% Cleaning undertaken by SBC
Maintenance	£ -		£ 300.00	£ 780.57	-£ 480.57	£ 1,000.00	£ 1,000.00	233% Over budget increase to £1000
Electricity	£ -		£ 150.00	£ 106.61	£ 43.39	£ 150.00	£ 150.00	0%
Additional Keys	£ -			£ 35.00	-£ 35.00	£ 40.00	£ 50.00	
Memorial Plaques	£ -			£ 315.90	-£ 315.90	£ 320.00	£ 100.00	
<b>Totals</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 2,450.00</b>	<b>£ 1,238.08</b>	<b>£ 1,211.92</b>	<b>£ 1,510.00</b>	<b>£ 1,300.00</b>	<b>-47%</b>
Without Staffing	£ -	£ -	£ 450.00	£ 1,238.08	-£ 788.08	£ 1,510.00	£ 1,300.00	
Discretionary Expenditure								
*Suggested underspend in 2016/17								