



Leigh-on-Sea Town Council



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Chairman: Cllr Jane Ward
Vice Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

MINUTES OF A MEETING OF COMMUNITY FACILITIES COMMITTEE
HELD ON 6TH JUNE 2017
AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulrone (Chairman), Ron Owen (Vice Chairman), Donald Fraser, Jill Healey, Valerie Morgan, Declan Mulrone, Vivien Rosier and Jane Ward

In attendance: Helen Symmons (Town Clerk) and Hannah Mumford (Bookings/Administrative Assistant)

MINUTES

The meeting opened 7.30pm

1. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the first meeting of the year and was pleased to report that 78 children had enjoyed the 2 holiday sessions during half term.

2. APOLOGIES FOR ABSENCE

Cllr: Richard Herbert

3. DECLARATION OF MEMBERS' INTERESTS

Cllr Carole Mulrone declared a non-pecuniary interest in Agenda items that related to Leigh Town Council facilities where SBC are landlords in her capacity as a Southend Borough Councillor and also in addition to Strand Wharf as a committee member of the Leigh Society.

Cllr Declan Mulrone declared a non-pecuniary interest in Agenda item 10 Strand Wharf as a committee member of the Leigh Society.

4. APPROVAL OF MINUTES OF THE MEETING OF 4TH APRIL 2017

The minutes of the meeting of 4th April 2017 were agreed and signed by the Chairman as a true and accurate record of the meeting.

5. PUBLIC REPRESENTATIONS

There were none

6. MOTION TO CHANGE THE ORDER OF BUSINESS ON THE AGENDA

Under SO 11a, the Committee **RESOLVED** to take Agenda item 12 as the next matter for business.

7. REPORT ON ADMINISTRATION – **Agenda item 12**

The report on the Borough wide Wifi deployment project was noted.

In connection with Report 2647, the Bookings/Administrative Assistant made a presentation to the Committee with regard to the Centre's current usage and how the waiting list for room hire has been reduced and streamlined with the result being an increase in income and positive feedback from hirers. Thanks were expressed by the Committee and to the rest of the staff.

The Bookings/Administrative Assistant left the meeting

The Committee discussed the recommendation and **RESOLVED TO RECOMMEND TO COUNCIL** that the fixed board room table and chairs be sold from Room 6 to enable the room to be used more efficiently for other hiring within the Centre. Any Council meetings held in Room 6 would use the hiring tables and banqueting chairs for the time being although consideration could be given in the future to sourcing alternative stacking tables if necessary.

8. TOWN CLERK'S REPORT

The Town Clerk addressed any comments and questions from the Committee and the report was **NOTED**.

9. TERMS OF REFERENCE FOR SUB-COMMITTEES – **Agenda item 7**

The Committee reviewed the Terms specific for the two sub-committees of this parent committee and **RESOLVED** the following amendments:

Leisure Development SC – Chairman & Vice Chairman of Council be removed from the list of membership as they will attend as ex-officio and the number of members be reduced to 3 from 4 (co-opted numbers remain the same).

Community Centre SC – no changes

10. CFC ACTION PLAN – **Agenda item 8**

The Committee reviewed the plan. The revised plan will be presented for approval at the CFC meeting in August.

COMMUNITY FACILITIES

11. SKATE PARK

The Committee **NOTED** the report and a meeting of the Leisure Development Sub-Committee will be arranged imminently.

12. STRAND WHARF – **Agenda item 10**

The Committee **RESOLVED** to install 8 brass plaques with the Leigh Town Council logo at Strand Wharf to match the style of the memorial plaques and to complete the wharf as intended. The cost of £491.60 plus delivery will be from the Strand Wharf Planters earmarked reserve.

COMMUNITY CENTRE

13. ARTS GROUP REPORT – **Agenda item 11**

The Committee **RESOLVED** to appoint Cllrs Rosier and Ward to the group with an invitation circulated to all other members of Council. The group will commence reviewing the application pack and advertise the forthcoming Artist in Residence position on social media.

The Committee thanked and congratulated Cllr Rosier for the work undertaken with regard to the Art Wall.

14. FACILITY MANAGER'S REPORT

The Committee **NOTED** the report and thanked the Facilities Manager for the busy weekend he had when installing the new cooker.

15. LORNA AND LOTTIE'S REPORT – **Agenda item 14**

The Committee **NOTED** the report and the enormous improvement in the café's profit and loss statement and were delighted to be receiving rental income at last.

The Committee **RESOLVED** to authorise the Town Clerk, Chairman and Vice Chairman of CFC to undertake a full review of the terms of the licence and service agreement in consultation with the present Licensee, seeking legal advice as appropriate with regard to the documentation.

16. P&R RECOMMENDATION

The Committee **NOTED** the recommendation and the Community Centre Sub-Committee Chairman reported that a programme had already commenced with the Facilities Manager undertaking certain repair works and that the Town Clerk and Events & Projects Officer had held a general discussion meeting with potential consultants. The members of the Committee were pleased to note the progress.

FINANCIAL

17. COMMITTEE BUDGET REPORT

The Committee **NOTED** the report

The meeting closed at 8.57 p.m.