



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 Valerie Morgan
Vice Chairman: Cllr Jill Healey
Town Clerk: Helen Symmons

MINUTES OF A MEETING COMMUNITY FACILITIES COMMITTEE 13 th JUNE 2018 LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Valerie Morgan, Carole Mulrone (Chairman), Ron Owen (Vice Chairman), and Vivien Rosier.

In attendance: Cllrs: Anita Forde, Keith Evans, Helen Symmons (Town Clerk) Hannah Mumford (Bookings/Administration Assistant)

The meeting opened 7.32pm

1. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all and made the appropriate housekeeping announcements.

2. APOLOGIES FOR ABSENCE

Cllrs: Jill Healey and Declan Mulrone

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.

4. APPROVAL OF MINUTES OF THE MEETING OF 3RD APRIL 2018

The minutes were amended to correctly record the date of the meeting as the 3rd April 2018.

The amended minutes of the meeting of 3rd April 2018 were agreed and signed by the Chairman as a true and accurate record of the meeting.

5. PUBLIC REPRESENTATIONS

There were none.

6. TOWN CLERK'S REPORT

The Committee **NOTED** the report subject to an amendment in respect of the resolutions made at the last meeting.

7. REVIEW OF ACTION PLAN

The Committee **RESOLVED to recommend** the Action Plan to P&R for adoption.

COMMUNITY FACILITIES

8. SKATE PARK

The Committee **NOTED** the report. Cllr Ron Owen advised there will be delay in skatepark plan drawings.

COMMUNITY CENTRE

9. ARTS GROUP REPORT

The Committee **RESOLVED** that as the roof repairs could have an impact on the Attic space, the Artist in Residency programme be put on hold after this year's residency is complete pending completion of the roof repairs. The Art Wall will continue.

10. REPORT FROM BOOKINGS/ ADMINISTRATION/ ASSISTANT

The Committee **NOTED** the report. The Committee thanked the Bookings/Administration Assistant for her efforts in producing the digital signage.

11. FACILITIES REPORT

The Committee **NOTED** the report.

12. LORNA AND LOTTIE'S REPORT

The Committee **NOTED** the report.

13. REPORT FROM LCC SUB-COMMITTEE (HELD PRIOR TO MEETING)

A verbal report was given with a recommendation to CFC.

The Committee **RESOLVED to recommend** to P&R, Revised Idea 2 which is as follows,

- Move the ground floor gents' toilets to the front of the building.
- Demolish existing ground floor gents' toilets are completely and a new extension built, square off the back of the building, enclosing the whole of the rear ground floor space (one storey with flat roof).
- Move Town Clerk's Office to room 9;
- Create access to the Town Clerk's new office via the staircase between rooms 8 and 9 leading in to the back of the existing office;
- Create a small staff room/internal private meeting room to the rear of room 9 with the existing access;
- Provide the existing kitchen area with a door to the rear of the kitchen opening into the back corridor;
- Demolish the existing reception and incorporate the reception window within the existing office;
- Create additional storage area to rear of café.

at a budget of £130,000 financed as detailed in the report.

FINANCIAL

14. COMMITTEE BUDGET REPORT

The Committee **NOTED** the reports.

The meeting closed at 7.48p.m.