

# **Events Community & Leisure COMMITTEE**

# **AGENDA**

**For a Meeting to be held at 7.30p.m. on  
Tuesday 4th July 2023**

**at Champions Manor Hall, Hullbridge Road,  
South Woodham Ferrers**

## **Membership:**

**Councillor Crosbie (Chairman)  
Councillor Humphrey (Vice-Chairman)**

Councillor Massey  
Councillor Kelly  
Councillor John

Councillor Sherlock  
Councillor Wilson  
Councillor Roberts

Councillor Birch  
Councillor O'Brien

***Local Residents are welcome to attend this meeting. At the meeting, your elected Councillors will take decisions affecting YOU, the Community and the Town. At the beginning of the meeting there is an opportunity for you to make representations, answer questions and give evidence in respect of any item covered by the Committees Terms of Reference. If you have any queries, please telephone the Town Clerk on 01245 321817.***



**Karen Atkins  
Town Clerk  
28 June 2023**

**1. Apologies for Absence**

To RECEIVE and ACCEPT any apologies for absence.

**2. Dispensation considerations**

To consider any dispensations, as required. Standing Order 12. Dispensation requests shall be in writing and submitted to the Town Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

**3. Declarations of Interest**

Any Member declaring an interest is asked to state whether this is a pecuniary, registerable or non-registerable interest. Clarification, if required, can be sought prior to the meeting with the Chairman or the Town Clerk.

**4. Confirmation of Minutes**

To APPROVE the minutes of the meeting held on 06th June 2023 as a true record.

**5. Budgetary Position**

To receive the current budgetary position as of 28 June 2023 as attached to the agenda.

**6. Public Questions**

In accordance with Standing Order 3.e to allow up to 15 minutes for members of the public to make representations, answer questions and give evidence in respect of any item of business covered by the Committees Terms of Reference. At the close of this item members of the public will no longer be permitted to address the Committee; Members with pecuniary interests will also not be permitted to speak, address the Committee on those interests and must leave the meeting when the item in relation to their interest is being discussed.

**7. Muga at the Village Hall**

Committee to receive a presentation from Play Innovation and discuss new project ideas for the Muga area.

**8. Health & Social Care Report**

Committee to receive the report attached to the agenda and to identify any relevant activities to be considered for action in the coming months. This will be circulated prior to the meeting.

**9. Items To Note**

- **Cinema Club:** The next Cinema Club 12<sup>th</sup> July 23 is Living.
- **Jubilee Walk.** A walk with Councillors will be rearranged by the Town Clerk/Officer in July 2023. Following this the Jubilee map will be updated.
- **Play in the Park** dates for Summer 2023 are booked for the 2<sup>nd</sup>, 7<sup>th</sup>, 18<sup>th</sup> & 22<sup>nd</sup> August 2023 in Saltcoats park. Schedule of activities attached to agenda. This is being advertised from 26<sup>th</sup> June 23 booking online with Chelmsford City Council.
- The missing bricks on the Bandstand have been replaced 28/6/2023.
- Bandstand maintenance is booked for w/c 7<sup>th</sup> August 2023.
- **Summer Fun sessions** at Champions Manor Hall on 3<sup>rd</sup>/10<sup>th</sup>/17<sup>th</sup> & 24<sup>th</sup> August 2023 have been booked.

- The entertainer for the **Halloween Party** on Friday 27<sup>th</sup> October 1-3pm at Champions Manor Hall is booked.
- **Armed Forces Day** was a success and the Town Council have received positive feedback.

#### **10. Christmas Lights & Christmas Fayre**

- Committee to receive an update from the Town Clerk on the Christmas Lights.
- Committee to discuss and agree arrangements deferred from the last meeting on 6<sup>th</sup> June 2023 for this year's Christmas Fayre.

#### **11. Youth Week**

Committee to discuss final arrangements for Youth Week 21-25 August 2023.

#### **12. Events**

- Committee to receive an update from the Town Clerk on a Summer Event 2024 and consider information provided.
- Committee to consider a children's Christmas Pantomime event. Information attached with agenda.

#### **13. Allotment Lease and Signage**

- Committee to review the revised lease which expires 1<sup>st</sup> July 2023. Following a meeting with the Town Clerk, Councillors Birch and Roberts and the WAA Woodham Allotment Association, committee to consider and agree the revised lease to be recommended to the next Council meeting. To be sent under separate cover.
- Committee to agree allotment signage for emergency services.

#### **14. Lease Village Hall Play Area & Blue cage & Village Hall Playing fields.**

To **NOTE** the Town Clerk has contacted the Charity Commission to begin the process of renewing the leases. Awaiting reply.

#### **15. Report To Council**

To agree items to report to the next Council meeting on 17 October 2023.

#### **16. Media Coverage**

To consider whether any items on this Agenda warrant a Media release, and, if so, to agree a Councillor to comment if applicable.

#### **17. Next Meeting**

The next meeting of the Events, Community & Leisure Committee will be held on Tuesday 05 September 2023 at 7.30pm.

**Any member who is unable to attend the meeting should send their apologies and reason to the Town Clerk prior to the meeting.**



## Detailed Income &amp; Expenditure by Budget Heading 28/06/2023

Month No: 3

## Cost Centre Report

|   | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent         | Transfer<br>to/from EMR |
|---|------------------------|-------------------|--------------------|--------------------------|--------------------|-----------------|-------------------------|
| <b><u>200 Leisure General</u></b>       |                        |                   |                    |                          |                    |                 |                         |
| 1200 Allotment Income                   | 0                      | 350               | 350                |                          |                    | 0.0%            |                         |
| 1205 Bowls Club Income                  | 0                      | 5,100             | 5,100              |                          |                    | 0.0%            |                         |
| 1210 Christmas Lights Income            | 0                      | 5,100             | 5,100              |                          |                    | 0.0%            |                         |
| Leisure General :- Income               | <b>0</b>               | <b>10,550</b>     | <b>10,550</b>      |                          |                    | <b>0.0%</b>     | <b>0</b>                |
| 4500 Play Schemes                       | 0                      | 2,750             | 2,750              |                          | 2,750              | 0.0%            |                         |
| 4505 Open Spaces Maintenance            | 420                    | 2,500             | 2,080              |                          | 2,080              | 16.8%           |                         |
| 4506 Open Spaces Maint. (John Cox)      | 2,562                  | 12,000            | 9,438              |                          | 9,438              | 21.4%           |                         |
| 4508 Marsh Farm Road Allotments         | 75                     | 350               | 275                |                          | 275                | 21.4%           |                         |
| 4510 Play Area Running Costs            | 177                    | 2,500             | 2,323              |                          | 2,323              | 7.1%            |                         |
| 4515 Swimming Pool Subsidy              | 0                      | 10,000            | 10,000             |                          | 10,000             | 0.0%            |                         |
| 4520 Bowling Green Maintenance          | 0                      | 1,500             | 1,500              |                          | 1,500              | 0.0%            |                         |
| 4525 Bowling Green Sinking Fund         | 0                      | 4,600             | 4,600              |                          | 4,600              | 0.0%            |                         |
| 4530 Christmas Lights                   | 0                      | 25,000            | 25,000             |                          | 25,000             | 0.0%            |                         |
| Leisure General :- Indirect Expenditure | <b>3,235</b>           | <b>61,200</b>     | <b>57,965</b>      | <b>0</b>                 | <b>57,965</b>      | <b>5.3%</b>     | <b>0</b>                |
| <b>Net Income over Expenditure</b>      | <b>(3,235)</b>         | <b>(50,650)</b>   | <b>(47,415)</b>    |                          |                    |                 |                         |
| <b><u>210 Bandstand</u></b>             |                        |                   |                    |                          |                    |                 |                         |
| 1230 Bandstand Income                   | 83                     | 500               | 417                |                          |                    | 16.7%           |                         |
| Bandstand :- Income                     | <b>83</b>              | <b>500</b>        | <b>417</b>         |                          |                    | <b>16.7%</b>    | <b>0</b>                |
| 4600 Bandstand Expenditure              | (4,000)                | 500               | 4,500              |                          | 4,500              | (800.0%)        |                         |
| Bandstand :- Indirect Expenditure       | <b>(4,000)</b>         | <b>500</b>        | <b>4,500</b>       | <b>0</b>                 | <b>4,500</b>       | <b>(800.0%)</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>      | <b>4,083</b>           | <b>0</b>          | <b>(4,083)</b>     |                          |                    |                 |                         |
| <b><u>250 Community Events</u></b>      |                        |                   |                    |                          |                    |                 |                         |
| 1250 Christmas Fayre Income             | 105                    | 2,500             | 2,395              |                          |                    | 4.2%            |                         |
| 1251 Senior Citizens Xmas Lunch Inc     | 0                      | 200               | 200                |                          |                    | 0.0%            |                         |
| 1252 Film CMH Club Income               | 820                    | 500               | (320)              |                          |                    | 164.0%          |                         |
| 1257 National celebrations              | 1,913                  | 0                 | (1,913)            |                          |                    | 0.0%            |                         |
| 1600 Toddler Group Income               | 198                    | 1,200             | 1,002              |                          |                    | 16.5%           |                         |
| Community Events :- Income              | <b>3,036</b>           | <b>4,400</b>      | <b>1,364</b>       |                          |                    | <b>69.0%</b>    | <b>0</b>                |
| 4100 Equipment                          | 0                      | 1,000             | 1,000              |                          | 1,000              | 0.0%            |                         |
| 4350 Youth Club Expenditure             | 0                      | 1,000             | 1,000              |                          | 1,000              | 0.0%            |                         |
| 4540 Toddler Group Expenditure          | 2                      | 1,000             | 998                |                          | 998                | 0.2%            |                         |
| 4651 Christmas Fayre Expenditure        | 921                    | 13,000            | 12,079             | 6,174                    | 5,906              | 54.6%           |                         |
| 4652 Film Club CMH Expenditure          | 62                     | 500               | 438                | 80                       | 358                | 28.3%           |                         |
| 4653 Senior Citizens lunch Exp          | 0                      | 550               | 550                |                          | 550                | 0.0%            |                         |

## Detailed Income &amp; Expenditure by Budget Heading 28/06/2023

Month No: 3

## Cost Centre Report

|  | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|--|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| 4654 CMH Fun                             | 0                      | 1,750             | 1,750              |                          | 1,750              | 0.0%         |                         |
| 4663 National Celebrations               | 9,816                  | 5,000             | (4,816)            |                          | (4,816)            | 196.3%       |                         |
| 4664 Youth Week                          | (1,452)                | 0                 | 1,452              |                          | 1,452              | 0.0%         |                         |
| Community Events :- Indirect Expenditure | <b>9,348</b>           | <b>23,800</b>     | <b>14,452</b>      | <b>6,254</b>             | <b>8,199</b>       | <b>65.6%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>       | <b>(6,312)</b>         | <b>(19,400)</b>   | <b>(13,088)</b>    |                          |                    |              |                         |
| Grand Totals:- Income                    | 3,119                  | 15,450            | 12,331             |                          |                    | 20.2%        |                         |
| Expenditure                              | 8,583                  | 85,500            | 76,918             | 6,254                    | 70,664             | 17.4%        |                         |
| <b>Net Income over Expenditure</b>       | <b>(5,463)</b>         | <b>(70,050)</b>   | <b>(64,587)</b>    |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>    | <b>(5,463)</b>         |                   |                    |                          |                    |              |                         |

# Panto quotes

## Quote A

Thank you for that clarification. In which case this year's show is Jack and the Beanstalk, which is just under an hour in length and consists of six characters. The show is full of current references, colourful costumes and plenty of audience participation. The full-scale set and PA system will fit into any schools hall. The cost is £640 for one show, £1,200 for two and £1,450 for three +VAT.

Between now and October we are also running out The Wizard of OZ which costs £530 per performance.

## Quote B

CINDERELLA 'Gold' Panto (for 3-12 years) Cast of 5

A fun filled traditional pantomime lasting 2 hours\* (including an interval) and boasting a cast of 5 professional actors portraying up to 7-8 characters.

Packed solid with comedy, adventure, sing-along songs, audience participation and everything you would expect from the world of panto, every child will have a fantastic time. \*Show running time can be reduced to 90 minutes if required.

Saturday 25th November – 2 performances available - £1768+VAT

Sunday 26th November – 2 performances available - £1768+VAT

Sunday 3rd December – 2 performances available - £1861.50+VAT

Sunday 10th December – 2 performances available - £1912.50+VAT

Saturday 16th December – 2 performances available - £1912.50+VAT

Sunday 17th December – 2 performances available - £1912.50+VAT

Friday 22nd December – 2 performances available - £1912.50+VAT

Saturday 30th December – 2 performances available - £1912.50+VAT

Sunday 7th January 2024 – 2 performances available - £1768+VAT

### TREASURE ISLAND 'Mini' Panto (for 3-12 years) Cast of 3

A heart-warming festive show lasting 75 minutes (no interval) with a cast of 3 professional actors portraying up to 5-6 characters. The children will be captivated by the non-stop fun, audience participation and sing-along songs. This show is designed to meet the requirements of the smaller venue and budget and does not include an interval.

Saturday 25th November – 2 performances available - £1386+VAT

Sunday 26th November – 2 performances available - £1386+VAT

Sunday 3rd December – 2 performances available - £1467+VAT

Saturday 9th December – 2 performances available - £1512+VAT

Saturday 16th December – 2 performances available - £1512+VAT

Sunday 17th December – 2 performances available - £1512+VAT

Sunday 7th January 2024 – 2 performances available - £1386+VAT

We come fully self-contained and pride ourselves on providing top quality scenery, colourful costumes, lighting and sound equipment all carrying recognised safety and fire certificates. All we require is an approximate playing area of 7metres wide x 4metres deep for Cinderella (access 90 minutes before show start time) or 6metres wide x 3.5metres deep for Treasure Island (access 60 minutes before show start time) access to a couple of electrical sockets and a parking space. Please note that our playing area is approximate and that we can perform in slightly smaller and much larger areas. A small deposit is required to secure the booking (Cinderella £200+VAT per show – Treasure Island £150+VAT per show) with the balance payment due no later than 5 working days after the date of performance.

### Quote C

For 2023 we are pleased to be presenting 2 pantomimes, Little Red Riding Hood and Cinderella

Little Red Riding Hood is a 1 hour show & is a fully self contained with stunning scenery with 3 fully professional cast members who appear in theatre quality costumes & each supplied with their own headset radio mic & using our superb sound system, Little Red Riding Hood is designed for smaller schools, social clubs, residential homes etc.

Cinderella This is a 2 hour show (inc interval), with 4 full scene changes and comes with 6 actors on stage. Fully self contained with LED lighting, PA system & theatre quality costumes & props. Cinderella is a Action packed pantomime designed for larger schools, social clubs, community centre's, theatres etc.

The Fees:

Little Red Riding Hood is just £695 for 1 performance

Cinderella is just £1095 for 1 performance,



(discounts for multiple performances)

You can see reviews of our pantomimes at <https://www.facebook.com/pg/TouringPantos/reviews>

All prices quoted are the full and final fee - NO VAT on any of our prices.