

Minutes of Centre Committee held 27th November 2013 at Harriet Johnson Centre
Loose Lane, Sompting 12.45pm

Attendance: Councillors: Cllr C Servante, K. Bashford, C. Tuffnell S Wood

49 Centre Manager: Mrs S. Williams

Assistant Parish Clerk: Mrs S. Tubb

50 **Apologies and reasons for absence:** none received

51 **Declarations of interest by councillors on any of the agenda items below:** None

52 **Request for DPI Dispensations:** Any request for dispensation to be made now and Council decide whether the request is agreed: None

53 **Public participation:** None present

54

Business Plan: Ongoing

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Budget: Members are happy with the budget for the Centre. Cllr Servante will recommend that the Car Park top coat and lining budget be put into reserves.

56 **Office Closes:** All members agreed to close the Centre office from 12 noon Tuesday 24th December 2013 until 9.00am Thursday 2nd January 2014.

57 **Centre Minor Assets:** All assets that are no longer required will be disposed of. A new Inventory will be made in the New Year.

58 **Cigarette stubber:** It was agreed to purchase a cigarette stubber to be placed outside the double doors.

Recommendation To ratify the purchase of a cigarette stubber.

Meeting closed 14:00hrs

Minutes of Centre Committee held on 16th October 2013

at Harriet Johnson Centre, Loose Lane, Sompting at 12.45 pm

40 **Attendance:** Councillors: Cllr C Seravante, K. Bashford, J. Burns, S Wood

Centre Manager: Mrs S. Williams

Assistant Parish Clerk: Mrs S. Tubb

41 **Apologies and reasons for absence:** none received

42 **Declarations of interest by councillors on any of the agenda items below:** None

43 **Request for DPI Dispensations:** Any request for dispensation to be made now and Council decide whether the request is agreed: None

44 **Public participation:** None present

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Business Plan: The Centre Business Plan was discussed at great length especially regarding booking income and forward planning.

Discussions about having the ceilings lowered would make better autistics in the main Hall and save on heating.

46

A Car Boot Sale is to be arranged on Sompting Recreation Ground during the football closed season.

47

Cllr Bashford would like to see changing rooms (sports pavilion) on the recreation ground to free up the excising changing rooms at the Centre and maybe become part of the Community Centre.

48

Budget: Concern was expressed about advertising events, This should be in Amenities and Events budget not the Centre.

New Heater: More quotes are required for different types of heating. Mobile heating for the Centre should it be needed. This will be discussed when more quotes have been obtained.

Discussion topics (no resolutions): all topics were discussed and will be included on next months agenda

Recommendation:

Meeting closed 13.50

Perhaps a Caretaker would help to reduce costs as he/she could take on cleaning, window cleaning and looking after the gardens. This is a possibility should be discussed again.

39

Essential work in the Storage cupboard: Work will commence on 11th November 2013 and will take about 3 weeks. The Main Hall will be out of action for the duration but the rest of the Centre will be open for bookings. The cupboard is to be emptied from 12 noon on Friday, 8th November if any members would like to be involved with helping to unload the cupboard, please come along at 12noon.

Discussion topics: Christmas Day booking. A resident has requested to hire the Centre on Christmas Day. After much discussion members felt we should not allow any bookings on Christmas Day as stated in the Regulations for hiring the Centre.

Financial Risk Assessment – Centre Bookings, The Clerk had prepared a financial risk assessment for payments and banking procedures which was considered and accepted by members.

Recommendation: No booking will be taken on Christmas Day or

Good Friday.

Financial Risk Assessment to be accepted.

Meeting closed 14.15

Minutes of Centre Committee held on 24th July 2013

at Harriet Johnson Centre, Loose Lane, Sompting at 12.45 pm

20 Attendance: Councillors: K Bashford, Mrs J Burns, B. Mear,

C. Servante, C. Tufnell, Mrs S. Wood

Centre Manager Mrs S. Williams

Office Assistant Mrs S. Tubb

Parish Clerk D. Porter

21 Apologies and reasons for absence: All members present

22 Declarations of interest by councillors on any of the agenda items below: None

23 Request for DPI Dispensations: Any request for dispensation to be made now and Council decide whether the request is agreed: **None**

24 Public participation: None present

25 Business Plan: Members made an inspection of the building to review

Projects and improvements. Plans have been drawn up for a toilet in the back store currently used to store tables & chairs. The area will be reduced for storage. Alternative arrangements will have to be found.

Dry Rot in the Main Hall and Store cupboard. The Clerk has written to Adur District Council to get their reaction to the situation.

It is not recommended that the Centre and Air raid shelter be recognised as a building of historical importance.

More money needed to be injected into the building. Income from hiring the Centre should all go back into the building.

26 Tables: Centre manager to purchase new tables. Proposed
Cllr Wood seconded Cllr
Mear

27 Emergency lighting: Centre manager to obtain 3 quotes for the emergency lighting and full electrical annual inspection. This will be put

on the budget next financial year.

28 Investigate damp in back room: Damp is slowly drying out now that an air brick has been fitted. Cllr Mear will make further enquiries re this matter

29 Banking arrangements and reimbursement:
Reimbursements procedures to be recommended by F & G committee.

Money held in the office should be banked regularly by two members of staff.

A risk assessment for banking arrangements will be written and approved by members at the next Centre meeting.

30 Discussion topics:

Chairs and storage

Members must be more involved, not just the staff.

Recommendation:

Reimbursements and banking procedures go to F & G committee next month.

Meeting closed 14.25