

Minutes of Centre Committee held on 25th November 2015
at Harriet Johnson Centre, Loose Lane, Sompting.

MINUTE

ACTION

- 252 Attendance: G Scotting, S Wood, A Jones
Centre Manager: Mrs S. Williams
- 253 Apologies and reasons for absence: Cllr C. Servante - hospital
- 254 Declarations of interest by councillors on any of the agenda items: None
- 255 Request for DPI Dispensations: Any request for dispensation to be made now and the Council will decide whether the request is agreed: None
- 256 Public participation: No members of the public present.
- 257 Business Plan: Courses and training are to be included in the business plan.
- 258 Digital Inclusion: Cllr Scotting will contact James Stoner for an update. She will also contact Cllr Smith to ask if he has been successful in getting any volunteer trainers from AVA.
- 259 Monthly Income/Expenditure: The monthly income was circulated. Members were informed that the figures will include payments covering periods beyond the month.
Expenditure: Shed and base from reserves.
Centre Budget: members considered the figures and noted that next year's bids are in line with previous budgets.
- 260 Ballet Barres: members considered the request from Mrs R. Carter who runs Miss Becky's Ballet to have barres fitted on one wall.
Members recommended that this should be allowed providing the cost is met by Mrs Carter. Mrs Carter will be asked to submit details of costs for the barres and fitting.
- 261 Courses and Training: Sompting Parish Council will run onsite training courses for members of the public to attend here at Harriet Johnson Centre.
Advertising for these will be placed in Sompting Signpost (January edition) Sompting Parish Council's Website and facebook pages to establish a need.
- 262 Caretaker's Duties: The Caretaker could have flexible hours which should include opening and setting up the Centre and closing after bookings. The Centre Manager should have regular meetings with the Caretaker and monthly meetings with Cllr Smith.
- 263 Christmas/New Year Closure: The offices will be closed from midday on 24th December until Monday 4th January 2016. Staff should take annual leave if they wish to have time off during these dates.
- 264 Discussion Topics: The Centre Manager has been instructed to purchase a Christmas tree for inside the Centre for the Christmas festivities.
- Meeting Closed at 14:00 hrs
Next Meeting 20th January 2016

Minutes of Centre Committee held on 28th October 2015
at Harriet Johnson Centre, Loose Lane, Sompting.

MINUTEACTION

- 239 Attendance: C. Servante, G Scotting, S Wood, G Smith.
Centre Manager: Mrs S. Williams
Parish Clerk: Mr. D. Porter
Caretaker: Mr. A. Burrell
- 240 Apologies and reasons for absence: Cllr B. Mear. Cllr A. Jones (holiday)
The Centre Manager introduced the Caretaker to Members.
- 241 Declarations of interest by councillors on any of the agenda items: None
- 242 Request for DPI Dispensations: Any request for dispensation to be made now and the Council will decide whether the request is agreed: None
- 243 Public participation: No members of the public were present.
- 244 Business Plan: The Caretaker is to be included in the Business plan
- 245 Digital Inclusion: Up to the present time there has been no response to the request for volunteers to run the IT suite. Cllr Smith will contact AVA to ask if they can help in anyway.
A printer will be purchased for approximately £100.00. A nominal charge of 5p per copy be made for printing as cost cannot become out of hand.
WiFi is to be separated from the offices and memory sticks will not be permitted.
The IT suite will be open to the public on Monday and Thursday mornings with Saturday morning being a possibility.
The offices IT equipment is in need of a refurbishment with new desk tops/ Lap tops to replace the out of date equipment. The Clerk will request disposal
Approval of the Parish Council's assets from F&GP.
- 246 Monthly Income : The monthly income was circulated. No comments were made. Again the Clerk informed members that the figures will include payments covering periods beyond the month
- 247 Centre Budget: Members considered and noted the current budgets.
Members then considered items raised for expenditure in the current year and resolved:

Recommendation : to Finance and General Purpose Committee (Nov)
Purchase of 2 lap tops and 2 desk tops for use in the Parish Council's Offices by staff members. No budget exists – to be taken from reserves (£ 2,000)
Recommendation: to Communications committee (Nov)
Welcome to Harriet Johnson Centre, Air Raid Shelter and IT Suite signs to be transferred to Comms committee Budget code 4916 with a suggested budget of £ 400.00
2. Expenditure from current budget:
Purchase of a printer for use by the public in IT Suite £ 100.00 from budget code 4860
Purchase of Caretakers tools and equipment £ 300.00 from budget code 4745
- 248 Proposed 2016-2017 and 17/18 budgets: Members considered the future budgets and resolved:
1 To increase budget code 4272 Air Raid Shelter to £1,000 for pathway and lighting.
2017/18 no budget
2 To increase budget code 4745 Building Maintenance to £2,000 for blinds
and side gates. No increase for 17/18
3 To increase budget code 4215 Community Centre garden to £2,000 for contractor. No increase in 17/18
- 249 Flint Walls: Members considered the report by Nutshell Construction on the condition of the flint walls
The Committee resolved to recommend to Finance and General Purposes committee to wavier the regulation on quote from Nutshell due to the nature of the specialist work and for the expenditure (£10,000) to be taken from reserves . Centre Manager to accept quotation if F & G P accept recommendation.
The Clerk will speak with Adur District Council as they are the Landlords, to seek assistance with costs.
- 250 Installation of Shed: The new shed is being installed on Monday 2nd November by R.J. Meaker.
- 251 Discussion Topics: Ballet Barres, members needed more information about the Barres. This will be available for next month's meeting.

Start up for new groups, this has been discussed at previous meetings.

Meeting Closed at 14:00 hrs

Next Meeting 25th November

Minutes of Centre Committee held on 16TH September 2015
at Harriet Johnson Centre, Loose Lane, Sompting at 12.45 pm

228 Attendance: Cllrs C Servante, A. Jones, Mrs S. Wood,
G. Smith.

Centre Manager: Mrs S. Williams
Parish Clerk: Mr. D. Porter

229 Apologies and reasons for absence: Cllr G. Scotting- hospital appt.

230 Declarations of interest by councillors on any of the agenda items
None.

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

232 Public participation: No members of the public were present

233 Business Plan: This was not discussed as there were no updates.

234 Digital Inclusion: James Stoner has the computers and is ready to install
and set up as soon as he has the static IP address. This is being obtained
from Virgin media. A printer will need to be purchased and printing paper.
Members recommended a nominal charge be made for printing.
An advertisement will be put on the Council's website and social media for
volunteers to train as trainers for the IT suite. More information is required
about the training programme provided by Sussex solutions and how this
will be funded.

235 Monthly Income and Centre Budget: The monthly income was circulated. . Suite
A fire extinguisher is to be purchased for the I.T. suite.

The committee received the budget to date (September) and

1. Noted the income for the hall hire and that some receipts covered
months beyond September.

2. Considered the actual spend figures and were concerned that some
expenditure budgets had not been spent.

3. Considered and noted the projected year end figures.

The committee considered the proposed budgets for 2016-2017-18 and on
discussion made the following amendments and recommendations. The
recommendations are to be considered at Full Council on 14th October 2015.

Budget code 4745 Building maintenance revised from £300.00 to £500.00

Budget code 4820 Replacement of tables revised from £50.00 to £100.00

Recommendation 1. To transfer budget code 4265 Advertising events to

Communications committee.

Recommendation 2. To transfer budget code 4916 centre advertising events to communications committee.

The Clerk informed members that the terms of reference (TOR) for the communications committee made no reference to delegated authority for budgets and stated that the recommendations made at this committee will have to be presented to Full Council for a change of the communications committee's TRO before the budgets can be transferred.

The committee considered the brief proposed new items for the future budgets As presented by the Centre Manager. Members responded as,

- 1 Welcome sign: To be done this year under budget head 4916 Centre advertising.
- 2 Outside painting: Increase building maintenance for future years (see above)
- 3 Pathway and lighting for air raid shelter; Block paving for path required- costs to be given next meeting.
- 4 Back garden: Given guessed figure of £2000.00-require estimates next Meeting.
- 5 Back of Centre: No figures given-require estimates next meeting (if under £300.00 get work underway)
- 6 Roller blinds: require estimates next meeting (if under £300.00 get work underway)
- 7 Caretaker personal equipment and tools require estimates next meeting.
- 8 Replacement of double side and front gates: require estimates next meeting.

236 Review of Hire Charges and Regulations Governing use of Harriet Johnson Centre: Charges were discussed and members recommended that they should remain unchanged as the current rates are in line with other local halls.

The next review will be September 2016.

237 Discussion Topics:

Caretaker interviews are to be held at Harriet Johnson Centre on Wednesday 16th September 2015

Meeting closed at 14.00hrs

Date of Next Meeting 28th October 2015

Recommendation A nominal payment for printing cost made by users of the IT suite.

Minutes of Centre Committee held on 22nd July 2015
at Harriet Johnson Centre, Loose Lane, Sompting at 12.45 pm

217 Attendance: Cllrs C Servante, B. Mear, Mrs S. Wood, Mrs G. Scotting

Centre Manager: Mrs S. Williams
Assistant Parish Clerk: Mrs S. Tubb

218 Apologies and reasons for absence: Cllr A. Jones - holiday

219 Declarations of interest by councillors on any of the agenda items
None.

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

by members. It was requested that an up to date Budget sheet be available for members for next month .

225 Exterior of Harriet Johnson Centre: Cllr Servante is concerned about several issues relating to the outside of the Harriet Johnson Centre.

1. The bins – two broken
2. The flint walls
3. The dripping tap
4. The planter outside the Harriet Johnson Centre
5. The pathway to the Air Raid Shelter

The two broken bins have been removed by Adur District Council. There is just one bin now which has to take all the centres rubbish and garden waste.

Nutshell construction will be writing a report on the condition of the boundary flint walls. The Centre Manager will arrange to have all the vegetation cut back and removed from the walls.

The dripping tap by the side of the changing rooms is the responsibility of Adur District Council and has now been repaired.

The planters have been discussed at the Amenities and Environment Committee. See minute 536

The new shed will be ordered when the vegetation on the patio has been cleared.

The condition of the crumbling path and access to the Air Raid Shelter is to be included on September agenda

226 Parish Walk: The annual parish walk will take place on 8th August 2015. We will meet at the Harriet Johnson Centre at 10.30am and walk to Downs Barn for a picnic. All welcome.

227 Discussion topics: Events held at the Harriet Johnson Centre during festival were successful and well attended on both Saturday and Sunday.

Members held a short general discussion about the Caretaker position and how it may affect the Centre Manager.

Sompting Christmas festivities will be held at the Harriet Johnson Centre on Friday 18th December starting at 5.00pm.

90th Birthday celebrations for Her Majesty in June 2016 will be discussed under the remit of Amenities and Environment Committee.

.Meeting closed at 13.50hrs

Date of Next Meeting 16th September 2015

Minutes of Centre Committee held on 24th June 2015
at Harriet Johnson Centre, Loose Lane, Sompting at 12.45 pm

- 203 Attendance: Mrs G Scotting, Cllrs A. Jones ,B. Mear Mrs S. Wood
- Parish Clerk: Mr. D. Porter
- Centre Manager: Mrs S. Williams
Assistant Parish Clerk: Mrs S. Tubb
- 204 Apologies and reasons for absence: Cllr C.Servante sickness
- 205 Declarations of interest by councillors on any of the agenda items
None.
- 206 Request for DPI Dispensations: Any request for dispensation to be made
now and the Council will decide whether the request is agreed. None
- 207 Public participation: No members of the public were present.
- 208 Business Plan: A special introductory rate for new group bookings will be
Included In the business plan. If requested new groups will be offered a
reduced rate for a period up to 3 months.
- It was resolved to allow KENDO an introductory rate of £10.00 per session
for a period of 3 months from July 2015 until September 2015
- 209 Digital inclusion: Cllr Scotting will meet members of the
Wellbeing team at Adur/Worthing Councils at Portland House in Worthing.
It was suggested that Cllr Scotting speaks with the volunteers at the Big
Local Hub for feedback on the IT suite that is situated there.
- 210 Monthly Income: The monthly booking income was circulated and noted

by members.

211 Exterior of Harriet Johnson Centre: In the absence of Cllr Servante this will be discussed at the next meeting.

212 Front grass cutting:

Quotes were obtained from
1 Worthing garden services £40.00 per cut
2 Eds garden maintenance £25.00 per cut
3 Fern garden services £22.00 per cut

It was resolved that the present grass cutter is maintained as contracted to cut the grass to the front of the Centre at least twice a month at £40 per month.

213 Caretaker: The Clerk circulated a draft copy of Caretaker/Cleaner job Description. This was discussed and

It was resolved that

- 1 The draft job description was suitable as far as the items under the remit of the committee.
- 2 That the budget requirements within the job description were acceptable.
- 3 That two posts holders would be the minimum.

The clerk then informed members that as some items within the job description were under the remit of Amenities and Environment committee the document would be presented to the committee on 1st July for resolution, The whole package then would be considered by and resolved upon by Finance and General Purposes committee as

- 1 The funding of the posts has to be approved and
- 2 The Job Description and the number of staff needs to be approved as that committee has employment within its remit..

The Centre committee thus Resolved to recommend to Finance and General Purpose committee the three resolutions made above.

214 Terms and Conditions for hiring the Harriet Johnson Centre: this will be reviewed at the meeting in September along with the Hire Charges and Sompting residents discount.

215 Centre Managers maintenance allowance: the Centre manager to have a Maintenance allowance of up to £300. The committee considered the ability for the Centre Manager to have the delegated financial authority to spend up a maximum of £300 without committee prior approval on general maintenance work and materials. The Clerk informed the committee that it does not have the authority to resolve this as it needs to be recommended to Finance and General Purpose committee for a change to the Council's Financial Regulations. If that is acceptable then the Full Council needs to approve the revised Financial Regulations. Until that time this wish for delegation cannot be implemented. Also the Clerk reminded the committee that this action does not resolve it from managing the committee's budget and that a list of all expenditure incurred (or confirmation of no expenditure) by this delegation will need to be presented to this committee each month.

It was thus resolved

1 that the Centre Committee recommends to Finance and General Purposes committee that the current Council Financial Regulations be altered to allow the Centre Manager to have delegated authority to spend up to a maximum of £300.00 without committee prior approval to spend on general maintenance work and materials and that a list of expenditure incurred by this delegation be presented monthly to the Centre committee for financial management purposes.

2 Should this and the means of financial management by the committee be

approved by Finance and General Purposes committee the changed
Financial Regulations to be recommended to Full Council for approval.

216 Discussion Topics:

Meeting closed at 13.30hrs

Date of Next Meeting 22nd July 2015

Minutes of Centre Committee held on 27th May 2015
at Harriet Johnson Centre, Loose Lane, Sompting at 12.45 pm

Election of Chair; Cllr C. Servante was elected as chair proposed and seconded Cllr Wood/ Cllr Scotting
Election of Vice Chair: Cllr Scotting was elected as vice chair proposed and seconded Cllr Servante/Cllr Wood.

193 Attendance: Cllr: C. Servante, Mrs G Scotting, A. Jones, Mrs S. Wood

Parish Clerk: Mr. D. Porter
Centre Manager: Mrs S. Williams
Assistant Parish Clerk: Mrs S. Tubb

194 Apologies and reasons for absence: Cllr B. Mear

- 195 Declarations of interest by councillors on any of the agenda items
None.
- 196 Request for DPI Dispensations: Any request for dispensation to be made now and the Council will decide whether the request is agreed. None
- 197 Public participation: No members of the public were present.
- 198 Business Plan: No new updates. Cllr Jones was invited to inspect the plan during office opening hours.
- 199 Digital inclusion: In the absence of an update from Cllr Smith contacting Tina Favier Cllr Scotting will now do so.
J P S is still setting up the system.
It was noted that Sompting Big Local now had an I T junction held in the Hub.. Members would be interested in the demand for public usage and how this will effect the opening days and hours at the H J Centre .
- 200 Monthly Income: The monthly booking income was circulated and noted by members. Bookings are running at approx 80% with the only available day being Tuesdays. Cllr Servante will advise the H.J. Centre on Sompting Residents facebook page and in the signpost.
- 201 Fencing and Shed at back of Centre: The shed will be ordered from R.J. Meaker on the 2nd week in June.
Fencing at the rear and side of the Centre will be removed and replaced By S. Long.

Weed clearing at rear and side of Centre will be done by members and Volunteers.
- 202 Discussion Topics:

Replacement vertical blinds will be ordered for the small hall windows

Terms of reference

Amendments; The Clerk will make changes for approval.

Meeting closed at 14.00hrs

Date of Next Meeting 24th June 2015

Minutes of Centre Committee held on 15th APRIL 2015
at Harriet Johnson Centre, Loose Lane, Sompting at 12.45 pm

184 Attendance; Councillors: C. Servante Mrs G Scotting B. Mear,
Mrs S. Wood

Centre Manager: Mrs S. Williams
Assistant Parish Clerk: Mrs S. Tubb

185 Apologies and reasons for absence:

186 Declarations of interest by councillors on any of the agenda items
None.

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

188 Public participation: No members of the public were present.

189 Business Plan: No new updates

190 Digital inclusion: Cllr Smith will contact Tina Favier Wellbeing Manager
at Adur District Council to discuss possible volunteers and trainers.

191 Monthly Income: The monthly booking income was circulated and noted by members

192 Discussion Topics:
Lighting in the new shed to be solar if possible .
Possible Parent and Toddler area at the rear of the Centre at the festival.

Recommendation:

Meeting closed at 13.10 hrs

NEXT MEETING 27th MAY 2015

- 178 Public participation: James Stoner member of the public was present.
- 179 Business Plan: To be reviewed annually every September.
- 180 Digital inclusion: James Stoner from JSPC computer shop in Bowness Avenue spoke to members and staff members at the meeting. He would like to donate equipment for use in the IT room. He will provide desk top computers and printers but not stationary and ink He will also provide security software and maintain the equipment for its estimated 5 year lifespan .JSPC will be advertised on each computer.
Cllrs Scotting, Smith and Vincent will co-ordinated with James Stoner and also with the Big Local to make sure open times and days do not clash with an IT Hub that is to be held in the Big Local Shop in Cokeham Parade.
Trainers and volunteers are needed and the co-ordinating Cllrs will contact Sir Robert Woodard Academy to see if any students would be willing to help. Or any other Sompting resident with time on their hands.
Cllr Scotting will email JS with wording to go on the Social Media.
James Stoner, Cllr Mrs K Vincent and the Parish Clerk then left the meeting.
- 181 Additional Storage: Purchase of new sheds.
- 182 Chimney Breast in IT room: The Clerk to obtain quotes to have this Investigated and repaired
- 183 Discussion Topics:
none

Recommendation:

Agenda item 181 a request to financial and general purposes committee for the purchase of 2 Security Apex Sheds from Meakers for the sum of £672.55 each

Meeting closed at 13.40 hrs

NEXT MEETING 15th April 2015

Minutes of Centre Committee held on 25th February 2015
at Harriet Johnson Centre, Loose Lane, Sompting at 12.45 pm

- 164 Attendance; Councillors: C Servante G. Smith
Mrs G.Scotting Mrs S Wood
- Parish Clerk: Mr. D. Porter
Centre Manager: Mrs S. Williams
Assistant Parish Clerk: Mrs S. Tubb
- 165 Apologies and reasons for absence: Cllr Mrs. J. Burns
- 166 Declarations of interest by councillors on any of the agenda items
None.
- 167 Request for DPI Dispensations: Any request for dispensation to be made
now and the Council will decide whether the request is agreed. None
- 168 Public participation: There were no members of public present
- 169 Business Plan: To be reviewed annually every September.
The IT room will need to be included in the business plan and the
addition of WiFi
- 170 Digital inclusion: Members will not be signing the agreement between
Adur and Worthing Councils and Sompting Parish Council until they have
had a face to face meeting with Tina Favier Wellbeing manager at
Adur/Worthing Council to discuss the difficulties and amendments
needed by Sompting Parish Council with the agreement.

Various items had been added to the agreement which were not included in the original meetings with Adur/Worthing Councils and Sompting Parish Council.

- 171 Additional Storage: Extra storage is needed at the Centre and we could be losing bookings due to lack of storage. The Centre manager will obtain estimates for metal, plastic and wooden sheds to replace the 2 sheds which are in bad repair at the rear of the Centre.
- 172 Formal agreement for use of the Centre by Albion in the Community: this agreement will depend on the outcome of minute 170
- 173 Discussion Topics:
The condition of the chimney breast in the IT room

Meeting closed at 13.50 hrs

NEXT MEETING 18th March 2015

Minutes of Centre Committee held on 21ST January 2015
at Harriet Johnson Centre, Loose Lane, Sompting at 12.45 pm

- 154 Attendance; Councillors: C Servante B.Mear
Mrs G.Scotting Mrs S Wood
- Centre Manager: Mrs S. Williams
Assistant Parish Clerk: Mrs S. Tubb
- 155 Apologies and reasons for absence:
- 156 Declarations of interest by councillors on any of the agenda items
None.
- 157 Request for DPI Dispensations: Any request for dispensation to be made
now and the Council will decide whether the request is agreed. None
- 158 Public participation: There were no members of the public in attendance.
- 159 Business Plan: Bookings at the Centre are still running at approximately
90% but due to a lack of storage for groups that would meet at the Centre
we are unable to accommodate them. This is an issue that should be
addressed if we want to increase the bookings.
Amendments have been made to the Application to Hire the Harriet
Johnson Centre forms to include tick boxes for a risk assessment.
- 160 Digital inclusion: Members are very disappointed not to have received
any equipment as yet and have asked the Parish Clerk to invite
Mel Shaw and her Manager to the next full Council meeting to explain why
they have not fulfilled their part of the agreement.
The Parish Council now have in place in preparation for the IT room,
3 tables and 6 operator chairs. Virgin Media will be the internet provider.
The engineers will be connecting the cables and completing this work
within the next few weeks
- 161 Events at the Centre: Summer Festival 27th June
Parish Walk 8th August
Further events under consideration
- 162 Albion is the Community: An email will be sent to the Big Local hub
stating that unless the keys for the Friday booking at the Centre are
collected by 12 noon the booking will be cancelled.
Members cannot make a formal agreement with Albion in the Community
and the IT room until we can fulfil our part of the contract and the IT
suite is available for hire.
- 163 Discussion Topics: Additional Storage

Meeting closed at 13.30 hrs

NEXT MEETING 25th February 2015

