

# CENTRE COMMITTEE MEETING

Wednesday, 23<sup>rd</sup> November 2016, commencing at 12.45 p.m. at

Harriet Johnson Centre, Loose Lane, Sompting.

## AGENDA

1       **Attendance:**

2       **Apologies and reasons for absence:** members to approve reason for absence.

3       **Declarations of interest by councillors on any of the agenda items below**

4       **Request for DPI Dispensations:** Any request for dispensation to be made now and Council to decide whether the request is agreed

5       **Minutes:** To agree the unconfirmed minutes of the meeting 26<sup>th</sup> October 2016

6

**Public participation:** The public have a Right and are welcome to attend all council meetings and an opportunity is provided at the meeting to ask questions. However, the public may be excluded for the whole or part of a meeting if the agenda states what business is going to be considered during the exclusion and only if the council resolves to exclude the public for those items clearly stating the reason for the exclusion.

7       **Work Schedule:** Updates on the Centres work schedule

A quote has been sort from Vulcana gas to have the heater in the small hall replaced at a sum of £1590.00 plus VAT.

A further quote to replace the gates has been sort from Sussex Iron Works at a cost of £4,600.

8       **Centre income from 27<sup>th</sup> October until 23<sup>rd</sup> November 2016:** Members to receive a written report by Centre Manager and to view the booking diary.

The Centre Manager presented a report on the bookings and the actual monthly income received.

9.       **Christmas closer:** Members to discuss when the offices will be closed over the Christmas period.

**MEETING ENDS**

**Items for future discussion by Council, committees or Emergency Consultation Panel:**

To list items and agree when these items are to be presented and the priority.

David Porter, Clerk to the Council

Dated: 16/11/2016

## **CENTRE COMMITTEE MEETING**

**Wednesday, 26<sup>TH</sup> October 2016, commencing at 12.45 p.m. at**

**Harriet Johnson Centre, Loose Lane, Sompting.**

### **AGENDA**

1 **Attendance:**

2 **Apologies and reasons for absence:** members to approve reason for absence.

3           **Declarations of interest by councillors on any of the agenda items below**

4           **Request for DPI Dispensations:** Any request for dispensation to be made now and Council  
to decide whether the request is agreed

5           **Minutes:** To agree the unconfirmed minutes of the meeting 28<sup>th</sup> September 2016

6

**Public participation:** The public have a Right and are welcome to attend all council meetings and an opportunity is provided at the meeting to ask questions. However, the public may be excluded for the whole or part of a meeting if the agenda states what business is going to be considered during the exclusion and only if the council resolves to exclude the public for those items clearly stating the reason for the exclusion.

7           **Business Plan:** Updates on the Business plan.

8           **Centre income from 28<sup>th</sup> September until 26<sup>th</sup> October 2016:** Members to receive a written report by Centre Manager and to view booking diary.

9           **Caretaker position:** Members to be welcome and introduce Mr Leighton Clay Caretaker/Groundsman

10          **Financial report on receipts and expenditure on committee's budget:** Members to receive report by Responsible Financial Officer and resolve on any recommendations presented.

11          **Review of Hire Charges:** Members to discuss and review the present charges made for hiring the Harriet Johnson Centre.

The RFO to present financial information on income and expenditure.

12          **Final bid for 2017/18 and 18/19 budgets:** Members to resolve on final bids.

**MEETING ENDS**

**Items for future discussion by Council, committees or Emergency Consultation Panel:**

To list items and agree when these items are to be presented and the priority.

Dear Sir/Madam,

## **CENTRE COMMITTEE MEETING**

**You are summoned to attend the above meeting of Sompting Parish Council  
to be held on Wednesday, 28<sup>TH</sup> September 2016, commencing at 12.45 p.m. at  
Harriet Johnson Centre, Loose Lane, Sompting.**

### **AGENDA**

1 **Attendance:**

2 **Apologies and reasons for absence:** members to approve reason for absence.

3 **Declarations of interest by councillors on any of the agenda items below**

4 **Request for DPI Dispensations:** Any request for dispensation to be made now and  
Council to decide whether the request is agreed

5 **Minutes:** To agree the unconfirmed minutes of the meeting 20<sup>th</sup> July 2016

6

**Public participation:** The public have a Right and are welcome to attend all council meetings and an opportunity is provided at the meeting to ask questions. However, the public may be excluded for the whole or part of a meeting if the agenda states what business is going to be considered during the exclusion and only if the council resolves to exclude the public for those items clearly stating the reason for the exclusion.

7 **Business Plan:** Updates on the Business plan.

8 **Centre income from 21<sup>st</sup> July until 28<sup>th</sup> September 2016:** Members to receive a written report by Centre Manager and to view booking diary.

**Caretaker position:** Members are to be updated on the current position by the Centre Manager and resolve on any necessary recommendations made within the update.

9

10 **Financial report on receipts and expenditure on committee's budget:** Members to receive report by Responsible Financial Officer and resolve on any recommendations presented. **Any changes are to be reflected in item 11 below.**

11 **Review of Hire Charges:** Members to discuss and review the present charges made for hiring the Harriet Johnson Centre.

Members to discuss and review the payment of cheques when taken for Centre bookings/ hiring.

**Committee bids for 2017/18 and 18/19 budgets.** Members are to receive the RFO's report and resolve accordingly.

12

**MEETING ENDS**

**Items for future discussion by Council, committees or Emergency Consultation Panel:**

To list items and agree when these items are to be presented and the priority.

David Porter, Clerk to the Council

Dated:21/09/2016

Dear Sir/Madam,

## **CENTRE COMMITTEE MEETING**

**Wednesday, 20<sup>TH</sup> July 2016, commencing at 12.45 p.m. at**

**Harriet Johnson Centre, Loose Lane, Sompting.**

## AGENDA

- 308     **Attendance:**
- 309     **Apologies and reasons for absence:** members to approve reason for absence
- 310     **Declarations of interest by councillors on any of the agenda items below**
- 312     **Request for DPI Dispensations:** Any request for dispensation to be made now and Council decide whether the request is agreed
- 313     **Minutes:** To agree the unconfirmed minutes of the meeting 22<sup>nd</sup> June 2016
- 314     **Public participation:** The public have a Right and are welcome to attend all council meetings and an opportunity is provided at the meeting to ask questions. However, the public may be excluded for the whole or part of a meeting if the agenda states what business is going to be considered during the exclusion and only if the council resolves to exclude the public for those items clearly stating the reason for the exclusion
- 315     **Business Plan:** The draft Centre committee's Business Plan 2016/2017 will be presented to the Committee by Cllr Godley for discussion. If found acceptable members to resolve on recommending to Full Council for adoption. Date for presentation to depend on result of Full Council's (13<sup>th</sup> July 2016) resolution on business planning.
- 316     **Monthly Centre income for June/July 2016:** Members to receive a written report by Centre Manager and to view booking diary.
- 317     **Financial report on receipts and expenditure on committee's budget:** Members to receive report by Responsible Financial Officer and resolve on any recommendations presented.
- 318     **Request from Cllr Mear to hold a once a month surgery in Harriet Johnson Room:**
- Cllr Mear Chair of the Council seeking approval for non payment of room hire.
- 319     **Items for future discussion by Council, committees or Emergency Consultation Panel:**
- To list items agree when these items are to be presented and the priority.
- 2017 to 2019/20 Budgets first round of bids September meeting.
- Christmas Festivities at the Centre

**22<sup>nd</sup> June 2016 after the planning meeting at Harriet Johnson Centre Loose Lane Sompting.**

**AGENDA**

- 1            **Election of Chair:**
  
- 2            **Election of Vice Chair:**
  
- 3            **Attendance:**
  
- 4            **Apologies and reasons for absence;**
  
- 5            **Declarations of interest by councillors on any of the agenda items below:**

6                   **Request for DPI:** Any request for dispensation to be made now and Council will  
Decide whether the request is agreed.

7                   **Public participation;** The public have a Right and are welcome to attend all council  
Meetings to ask questions. However the public may be excluded  
For the whole or part of a meeting if the agenda states what  
Business is going to be considered during the exclusion and  
only  
If the council resolves to exclude the public for those items clearly  
Stating the reason for the exclusion.

8                   **Business Plan:** Re-issue the current business plan and agree any changes. Consider the  
Plan  
Content for next four years.

9                   **IT Suite:** To update members

10                  **Monthly income/expenditure:** April/May/June 2016

11                  **Annual budget 2016/17:** To receive the annual budget for the current year.

12                  **Position concerning the Caretaker:** To update members of the Caretaker position and  
report  
on how the current expenditure for work that would  
be  
done by the caretaker is being allocated.

13                  **Items for future discussion by Council, committees or Emergency Consultation**  
**Panel:**  
To list items and resolve when these items are to be presented and the priority.

David Porter

Clerk to the Council

Date 15<sup>th</sup> June 2016

**PLEASE NOTE JUNE MEETING HAS HAD TO BE POSTPONED  
NEW DATE SOON**

, Dear Sir/Madam,

**CENTRE COMMITTEE MEETING**

**25<sup>th</sup> May 2016 after the planning meeting at Harriet Johnson Centre Loose Lane Sompting.**

**AGENDA**

- 1            **Election of Chair:**
  
- 2            **Election of Vice Chair:**
  
- 3            **Attendance:**

4 **Apologies and reasons for absence;**

5 **Declarations of interest by councillors on any of the agenda items below:**

6 **Request for DPI:** Any request for dispensation to be made now and Council will  
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content for next four years

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10 **Monthly income/expenditure:** April/ May 2016

11 **Annual budget 2016/17:** To receive the annual budget for the current year

12 **Position concerning the Caretaker:** To update members of the Caretaker position and  
report  
on how the current expenditure for work that would be done  
by the caretaker is being allocated.

13

**Items for future discussion by Council, committees or Emergency Consultation Panel:**

To list items and resolve when these items are to be presented and the priority.

**MEETING 27<sup>th</sup> APRIL - CANCELLED**

**CENTRE COMMITTEE MEETING**

**16<sup>th</sup> March 2016 after the planning meeting 12.45pm at Harriet Johnson Centre Loose Lane Sompting.**

David Porter

Clerk to the Council

Date March 2016

**AGENDA**

285

**Attendance:**

286

**Apologies and reasons for absence;**

287

**Declarations of interest by councillors on any of the agenda items below:**

288

**Request for DPI:** Any request for dispensation to be made now and Council will



David Porter

Clerk to the Council

Date February 2016

## AGENDA

275           **Attendance:**

276           **Apologies and reasons for absence;**

277           **Declarations of interest by councillors on any of the agenda items below:**

278           **Request for DPI:** Any request for dispensation to be made now and Council will  
Decide whether the request is agreed.

279           **Public participation;** The public have a Right and are welcome to attend all council  
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Business is going to be considered during the exclusion and  
only  
If the council resolves to exclude the public for those items clearly  
Stating the reason for the exclusion.

280           **Business Plan:** The amendments to Hire Charges have been updated.  
To inform members of any other updates

281           **Digital Inclusion:** To update members about request for volunteers.

282                    **Monthly income/expenditure:** 20<sup>TH</sup> JANUARY 2016 – 17<sup>TH</sup> FEBRUARY 2016

283                    **Marketing the Centre:** Agenda item raised by Cllr Smith chair of Communications committee.

284                    **Discussion Topics:** Summer Festival

#### **CENTRE COMMITTEE MEETING**

**20<sup>th</sup> January 2016 after the planning meeting at Harriet Johnson Centre Loose Lane Sompting.**

David Porter

Clerk to the Council

Date JANUARY 2016

#### **AGENDA**

265                    **Attendance:**

266                    **Apologies and reasons for absence;**

267                    **Declarations of interest by councillors on any of the agenda items below:**

268                    **Request for DPI:** Any request for dispensation to be made now and Council will

