

**Minutes of Centre Committee held on 23rd November 2016 at 12.45 at Harriet Johnson
Centre, Loose Lane, Sompting.**

MINUTE

ACTION

345 **Attendance:** Cllr Mrs A. Godley, Cllr A. Jones, Cllr K Bashford Cllr M Thornton

Centre Manager S. Williams

346 **Apologies and reasons for absence:** Cllr B Mear. Reason approved.

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

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

350 **Minutes of last meeting:** held on 26th October 2016 – Approved and signed.

351 **Public participation:** None present

352 **Work Schedule:** Members viewed the current work schedule and commented on the application to have the Air Raid Shelter listed. The application should be ready for submission by March 2017. Members of Sompting Pastfinders are assisting the Centre Manager with evidence and dates.

3 quotes have now been received to have the gates replaced. The Centre Manager and Committee Chair will review the quotes and will present them to members at the next meeting.

The Centre's Business Plan will follow early in the New Year after the Full Council has presented their plan.

353 **Monthly Income 27th October until 23rd November 2016:** The income figures were circulated and noted. Including actual monthly income. This gave a better understanding of the actual month income to members.. The booking diary was viewed. Members agreed that although there are two halls in the Centre realistically because of the layout and the single door that separates the halls only occasionally when the kitchen is not required could two different groups use the Centre at the same time.

Centre
Manager

Sound proofing is an issue and the extra expense of having the Centre made sound proofed could not be justified as most of the groups that use the Centre require soul use .Extra bookings would not cover the expense.

A survey for regular groups that use the Centre will be made asking the questions regarding soul use.

Christmas closer: The offices will be closed on the 26th/27th December and 2nd January. All other days the Centre will be available for bookings.

IF staff want time off during the Christmas/ New Year period leave or lieu time should be used.

Items for future discussion by Council committee or Emergency Consultation Panel.

No items were discussed.

Signed.....

Date.....

Minutes of Centre Committee held on 26th October 2016 at 12.45 at Harriet Johnson Centre, Loose Lane, Sompting.

MINUTE

ACTION

- 332 **Attendance:** Cllr Mrs A. Godley, Cllr A. Jones, Cllr K Bashford Cllr M Thornton
- Parish Clerk RFO Mr. D. Porter**
- 333 **Apologies and reasons for absence:** Cllr B Mear. Reason approved
- 334 Cllr Godley introduced Mr Leighton Clay to the committee as the new caretaker. Mr Clay gave a short introduction of himself.
- 335 **Declarations of interest by councillors on any of the agenda items:** None
- 336 **Request for DPI Dispensations: Any request for dispensation to be made now and the Council will decide whether the request is agreed:** None
- Minutes of last meeting:** held on 28th September 2016 – Approved and signed.
- 337
- 338 **Public participation:** None present
- 339 **Business Plan:** Members agreed that as the caretaker may not be able to undertake some construction work that a contractor will be used. RFO to add a budget for this action to the committee bids for 2017/18. On viewing the document presented, the column “responsible committee/person” to be removed. Also to be removed are the items completed i.e. the first six rows. The title of the document is now “work schedule” as the document is not a business plan.
- Centre Manager
- Members confirmed approval for the work to the path leading to the air raid shelter is to be undertaken by S Long for the sum of £ 407.06.
- The replacement of gates: Members agreed that due to the vast difference between the quotations received that the Centre Manager is to obtain a further quotation, using the full description of work required.
- 340 **Monthly Income 28th September until 26th October 2016:** The income figures were circulated and noted. Members now require the income presented to reflect the actual monthly income. Block booking payments are now required to be spread over the payment months. This will give a better understanding of the actual month income. Centre Manager to commence this change starting November. The booking diary was not viewed. Members require a report by the Centre Manager on the bookings received indicating exactly the use of the rooms, the times booked up to the next meeting in November.
- Centre Manager
- 341 **Caretaker’s position:** This item was completed at the beginning of the meeting. No addition discussion took place.
- 342 **Financial report on receipts and expenditure on committee’s budget:** The RFO circulated the Centre committee’s receipts and payments up to September 2016.

Members noted the information but referred to the discussion held during monthly income item

343

Review of Hire Charges: The RFO presented the end of year figures for 2015/16 as a guide to the cost of running the Centre. In the table he included the Centre Manager's salary and reminded members that the caretaker's salary was not included but will appear in the current year's figures as a separate item. A discussion on whether the Centre Manager's and indeed a percentage of the Clerk and Assistant Clerk's costs should be shown when reviewing the running costs. It was agreed that unless it was easy to identify the latter's time for inclusion it would not appear. The view of Finance and General Purposes committee is to be sort to confirm this agreement. Members were concerned over the deficit on running the Centre and would be reviewing the position when the final budget for the Council has been agreed but wished for improvement in the booking of the Centre and its promotion.

Members required a review of the size of the rooms and the facilities available to allow several bookings to occur on the same day. The Centre Manager is to present a written report for November meeting.

Noting the above, members resolved:

Private companies/enterprises £ 100.00 for a period of up to 4 hours

Charities £ 100 with 10% reduction if in Sompting for a period of up to 4 hours

Hourly rate to read £ 12.00 per hour – up to 4 hours £ 20.00

Sompting Residents and community organisations 10% reduction on the current charging structure

344

Centre
Manager

Final bid for 2017/18 and 18/19 budgets: Members revisited the bids for the new budget years using the report and table presented by the RFO. The RFO indicated the alterations made to the figures in the table and referred to the previous discussion re salaries. Members resolved their approval to the budget bid to be made to Finance and General Purposes committee noting the issue of the salaries.

Items for future discussion by Council committee or Emergency Consultation Panel.

No items were discussed.

Centre
Manager

Signed.....

Date.....

RFO

The Car Park resurface is to be included in the Centre's Business Plan.

The History Day 18th September, the chair thanked the Centre Manager for the hard work and effort put in by all concerned in making the day an enjoyable and successful occasion.

327

Monthly Income for 21st July 2016 until 28th September 2016: The income figures were circulated and noted together with a written report stating the booking income and Centre payments from 22st July 2016

until 28th September 2016.

328

Caretaker's position: The Clerk stated that Leighton Clay has been contracted as the gardener to maintain existing and create new planters, clean the bus shelters and noticeboards. With the approval of the committee he will now undertake caretaking and cleaning duties at the Centre.

He will be offered 20 hours per week which will allow him time to clear the back garden and back patio of centre. He will be offered a 3 month probation contract to access his suitability. He will be the first point of contact and will hold the emergency phone. Staff and Cllrs Godley and Jones will support him as his emergency contact in the event of him not being able to get to the Centre.

329

Financial report on receipts and expenditure on committee's budget: The RFO circulated the Centre committee's receipts and payments up to August 2016. Members noted the information.

330

Review of Hire Charges: After discussion about the hire charges members deferred the review until more information about the Centre's income and expenditure was available. The RFO will present this information at the October meeting.

A request for a booking on Good Friday has been received. On the current Regulations Governing use of Harriet Johnson Centre no letting will be permitted on Good Friday.

Members discussed allowing bookings to be held on Good Fridays and resolved to allow the

Centre to be hired on Good Friday

Cheque payments for bookings/hiring of the Centre will no longer be accepted. Payments are can be

made via BACS and/or cash.

Resolved:

1. Booking on Good Friday approved. Centre Manager to alter hiring documents on paper and on the web site.
2. Payments for hiring to be either BACS and/or cash. Centre Manager to alter

hiring documents on paper and on the web site.

331 Committee bids for 2017/18 and 18/19 budgets

This item was discussed during item 10 on the agenda. Members had no additions to the current bids for 2017/18 and 18/19. The RFO reminded members that October is really the last opportunity to add items to the list and that the list will then be resolved as the committee's bid and recommended to Finance and General Purposes committee in November. Reason for this reminder was that the meetings are on the same day but the agenda for F&GP will be issued a week before.

MEETING CLOSED 14.40

NEXT MEETING 26TH OCTOBER 2016

Items for future discussion by Council committee or Emergency Consultation Panel.

No items were discussed.

Signed.....

Date.....

Minutes of Centre Committee held on

20th July 2016 at 12:45pm at Harriet Johnson Centre, Loose Lane, Sompting.

MINUTE

ACTION

308

Attendance: Cllr Mrs A. Godley, Cllr A. Jones, Cllr B. Mear

Centre Manager Mrs. S. Williams

Parish Clerk Mr. D. Porter

309

Apologies and reasons for absence: Cllr M. Thornton, Cllr Bashford. Reason approved

310

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

312

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

313

Minutes of last meeting: held on 22nd June – Approved and signed.

314

Public participation: None present

315

Business Plan: The draft Centre committee's Business Plan was read to the Committee by Cllr Godley. Cllr Godley will meet with the Clerk to discuss the Caretakers job description.

Resolved recommend to Finance and General Purpose Committee that the hourly rate of pay for the Caretaker be increased to £8.20 per hour.

In order to maximise income of Harriet Johnson Centre new signage is required. Quotes for direction signs is in hand. A wooden welcome sign to be made by P .Godley may be attached to the front entrance gates.

Lighting to the Air Raid Shelter has been completed. Two quotes have been received to have the path replaced in front of the shelter but we are still waiting for the third quote before its decided which quote to accept.

A risk assessment on access to the Air Raid Shelter will be made by Cllr Godley with Centre Manager.

Satisfaction forms were presented to the Committee for approval, these will be given to every booking for feed back on the services we offer. We will collate all this information to see if we can improve our service.

A working group of volunteers is to be formed for events planned at the Centre.

Christmas Festival at Harriet Johnson Centre. 16th December.

Resolved recommend to A and E Committee that following discussions the budget for the Christmas Festival be allocated to the Centre Committee with a report to Full Council.

Replacing the front and side gates was discussed but funds have not been allocated for this financial year.

This is to replace the front gates with iron gates and the side gates with like for like.

Resolved to recommend to Finance and General Purpose Committee to approve the use of reserves for the expenditure of front and side gates at the Harriet Johnson Centre at a sum of £5000.00.

316

Monthly Income for 22nd June until 20th July 2017: The monthly income figures were circulated and noted together with a written report stating the booking income and Centre payments from 22nd June – 20th July 2016.

317

Financial report on receipts and expenditure on committee's budget: Members discussed the RFO's report which was noted.

318

Request from Cllr Mear to hold a once a month surgery in Harriet Johnson room.:

Resolved to allow Cllr Mear and other Sompting District Councillors to have use of Harriet Johnson Room on a once a month basis without charge to meet with constituents on official business.

319

Cllr Jones requested that the room be available to all Sompting District Councillors and this was agreed.

Items for future discussion by Council, committee or Emergency Consultation Panel.

All items have been discussed in the business plan.

Meeting Closed at 13.45

Next Meeting 28th September 2016

Signed.....

Date.....

Minutes of Centre Committee held on 22nd June 2016

after the planning meeting at Harriet Johnson Centre, Loose Lane, Sompting.

MINUTE

ACTION

295 **Election of Chair:** Cllr Mrs Anne Godley elected

296 **Election of Vice Chair:** Cllr Jones elected

297 **Attendance:** Cllrs Mrs A Godley, A Jones, K. Bashford, B. Mear

Centre Manager Mrs S. Williams

Parish Clerk Mr. D. Porter

298 **Apologies and reasons for absence:** Cllr M. Thornton.

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

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

301 **Public participation:** None present

302 **Business Plan:** Cllr Godley will assist the Centre Manager to draft a business plan for the next

4 years. A draft will be presented at the next Centre meeting.

There is a need to work with other venues in Sompting. The Centre Manager stated that an approach to other venues was made last year but the response showed no interest other than the U.R.Church.

303 **IT Suite:** The IT Suite is open to the public on Wednesday mornings between 10.00am – 12 noon. Volunteer trainer is Mike Burton. Another volunteer has offered their services on either a Tuesday or Thursday morning. This will be put on the Parish website, facebook page and the Signpost to see what response there is from the public as to which is the preferred day. This facility is offered free of charge.

304 **Monthly Income:** The first quarter income figures were circulated and noted. Cllr Bashford reminded members that the figures were not representative of a quarter as some payments were for block bookings. A new group will be starting in September but members are still concerned there are a few gaps in the diary.

305 **Annual budget 2016/ 17:** Figures were not available for this meeting as there has been a problem with the software. This has now been rectified and members will received this information from Parish Clerk at the next meeting.

306 **Position concerning the Caretaker:** Advertisements for a caretaker have been placed in the Parish notice boards, Friday ad on line, Sompting Parish Council website, Sompting Parish Council, Sompting residents and Worthing jobs facebook page, Worthing job centre.

The follow up has been very slow with only 3 application forms being sent out.

Members agreed to advertise the post again in September/ October unless a suitable application is received in the meantime.

At present the Centre is cleaned by Just Clean Sussex – a casual contract once a week for 2 hours at £11.00 per hour.

Grass to the front of the Centre is being cut by J. Williams At £40.00 per month for 2 cuts per month.

Expenditure to date Cleaning £223.00, Grass cutting £40.00

Resolved:

That the use of above external people to clean the Centre and to cut the grass at the front of the Centre be continued until the caretaker position is filled

That the caretaker's salary budget will be used to fund the overspend on budgets 4750 and 4755

307

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

Cllr Godley/Centre Manager to work on the existing caretaker's Job Description to produce a new description and report for the Centre committee member's consideration. To be presented at the next Centre meeting.

Meeting Closed at 13.15

Next Meeting 20th July 2016

at Harriet Johnson Centre, Loose Lane, Sompting.

MINUTE

ACTION

285 **Attendance:** Cllrs C. Servante, K Bashford, A Jones, Cllr Mear

Parish Clerk - Mr D Porter, Asst
Parish Clerk Mrs S Tubb

286 **Apologies and reasons for absence:** Cllr Mrs S Wood – absent.

Simone Williams – Centre Manager

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

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

289 **Public participation:** No members of the public present.

290 **Business Plan:** There were no updates from members

291 **Digital Inclusion:** The Clerk reported that we are still trying to get volunteers. There is a volunteer who may be able to run a session on a Wednesday, to see if there is any interest from residents. Hopefully there will be interest, as the computers were donated from JSPC computers and need to be seen to be being used.

Monthly Income/Expenditure: Information via a spreadsheet was circulated.

The Clerk then presented his report – Detailed Receipts and Payments as at 15/03/2016. The committee considered the recommendations. The Clerk was concerned about the lack of expenditure in certain budgets.

It was resolved to agree with the suggestions apart from budget code 4206 to be transferred to earmarked reserves – instead of general reserves.

The Clerk was concerned that the Centre is still not used to its full capacity and further marketing is required. (there is a budget for marketing which is not being fully utilised) .

Another solution to think about in the future, is for a Charity to run the Centre. A Charity may be able to access more grants than a Parish Council. The Clerk reported that other Parish Councils had gone along this route and it had proved successful. If another group was brought in they may have ‘more manpower’ and volunteers to make the establishment more viable. Cllr Bashford said there must be caution as to what organisation was brought in. Sompting Big Local was mooted as a possibility now that they are now more established.

Also a suggestion of having solar panels was discussed – which may be a good suggestion to reduce the centres electricity costs – but as a Parish Council, it would be unable to sell any back to the National Grid due to government legislation.

Cllr Mear left the meeting at 1.30pm

Caretaker / Cleaner. In spite of the advertisement being in Friday Ad, on website, facebook and noticeboards – applications have been very slow.

The possibility of employing a cleaning firm (Molly Maid) on a temporary basis was explored but was very expensive.

As a interim measure the clerk has spoken to Cllr Lewis who may be able to help on a temporary

basis. Cllr Lewis will contact the Centre Manager week commencing 21st March.

The Clerk said that the rate of pay for the position may have to be reviewed and this will be discussed at the Finance & GP committee.

294

Discussion Topics:-

Summer Festival at the Harriet Johnson Centre:

The Centre Manager has this in hand but the people involved in this were also waiting to see if the Festival was going ahead on the Recreation Ground.

Annual Walk – 14th May 2016 : This has been booked with Mike Tristram to go to the Downs Barn as usual. It is earlier in the year to take advantage of different flora and fauna. It will be advertised on the noticeboards and on the website and on facebook soon

Queens Birthday Celebrations: This was advertised in the Sompting Signpost to see if any group would like to organise an event as the Recreation Ground has been provisionally booked. Unfortunately no one has shown any interest. Lancing Parish Council and Adur already have events planned.

The meeting finished at 1.50pm

Next Meeting 27th April 2016

**Minutes of Centre Committee held on 17th February 2016
at Harriet Johnson Centre, Loose Lane, Sompting.**

MINUTE

ACTION

275 **Attendance:** Cllrs C. Servante, K Bashford, A Jones, Mrs S. Wood

Centre Manager Mrs S. Williams

276 **Apologies and reasons for absence:** Cllr B. Mear - holiday

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

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

279 **Public participation:** No members of the public present.

280 **Business Plan:** The revised hire charges have been included in the Business Plan.

The charges will be revised fully in September 2016

281 **Digital Inclusion:** The Clerk has had two people interested in assisting and helping with the IT Suite.

282 **Monthly Income/Expenditure:** Information via a spreadsheet was circulated. Figures from 20th January -17th February 2016.

The Committee recognises there are gaps in the day time bookings and are actively

looking how bookings can be increased.

The Centre Manager has written to all other venues in Sompting which offer hiring facilities inviting them to a meeting with members of the Parish Council to see if we can all work together and co-ordinate events and maybe arrange joint events.

283

Marketing the Centre: Marketing was discussed and members felt that the Lancing/Worthing Herald too expensive and that other avenues must be explored. how best to advertise the Centre and it facilities for example flyers and posters.

The Centre Manager has undertaken internet marketing and has lodged this establishment on all free sites available.

284

Discussion Topics:

Caretaker: The Clerk has received Tony Burrell's resignation from his position as Caretaker/ cleaner. A replacement will be needed and the vacancy will be advertised

on Sompting Parish Council website, notice boards, social media and Friday Add.

Summer Festival: Events at the Centre are being organised by the Centre Manager but it is yet to be decided if events will be held on recreation ground.

Cleaning the Harriet Johnson Centre: The Centre Manager is to get quotes for temporary cleaning of the Centre.

Meeting close 13.50

Next Meeting 16th March 2016

Minutes of Centre Committee held on 20TH January 2016

at Harriet Johnson Centre, Loose Lane, Sompting.

MINUTE

ACTION

265 **Attendance:** Cllrs K Bashford, A Jones, B. Mear Mrs S. Wood

Parish Clerk D. Porter.

Vice-chair: Urgent item accepted by all members. Cllr Wood appointed vice chairman.

266 **Apologies and reasons for absence:** Cllr C. Servante.

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

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

269 **Public participation:** No members of the public present.

270 **Business Plan:** No changes .But will need updating if agenda items cause. Hire charges to be discussed under Income/expenditure item.

271 **Digital Inclusion:** The Clerk reported that we still need volunteers. Further request for these will be put in January 2016 version of Signpost.

272 **Monthly Income/Expenditure:** The Clerk provided information via a report and spreadsheet. Figures up to December 2015.

Resolved: After consideration of figures and recommendations made in the report to approve recommendations

Hire charges for hourly rate were discussed. The Clerk presented information about other local hall charges from Centre Manager.

Resolved: An hourly rate up to 2 hours £12.00 per hour but revise when charges for Centre consideration in September 2016.

Resolved: 1 No changes to current period charges

2. Wedding Rate to be considered in September 2016

3. Charges for IT Suite – Charges at normal rate plus cost of use of equipment.

This is to be a one charge even if hirers of room do not use computers.

4, Retain Sompting residents discount.

5. Additional charge for bouncy castles etc. Centre Manager to set rate.

6. Other items to be discussed in the future if take up on seminars is sufficient

to charge a different figure to the normal rate.

273

Set up Charges: If the Caretaker is required to set up the Centre in a particular way for a group.

Resolved: A charge of £5.00 extra would be made depending on the time expected in setting up.

Centre Manager to monitor time and draw up charges.

274

Discussion topics:

The Centre Manager to contact other venues for hire in Sompting to meet and discuss how we can work together. Cllr Wood has offered to attend with the Clerk and Centre Manager.

Discussion how best to advertise the Centre. This was raised by Cllr Smith chair of Communications Committee at Full Council

Meeting

Meeting Closed at

Next Meeting 17th February 2016