

**Minutes of Centre Committee held on 22<sup>nd</sup> November 2017 at 12.45 at Harriet Johnson  
Centre, Loose Lane, Sompting.**

**MINUTE**

**ACTION**

410 **Attendance:** Cllr Mrs A. Godley, Cllr K Bashford, Cllr B Derham, Cllr P Mansfield

**Centre Manager Mrs S. Williams**

411 **Apologies and reasons for absence:** Cllr B Mear – reason approved

412 **Declarations of interest by councillors on any of the agenda items below.** None

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

414 **Minutes of last meeting:** held on 27<sup>th</sup> September 2017 - Approved and signed.

415 **Public participation: SBL member Emma Crowther and member of public Mrs B Locke**

416 **Work Schedule:** Cllr Godley read through the work schedule.

The budget for the Air Raid Shelter has been transferred from Finance committee to Centre Committee. Members were updated with the situation concerning the Air Raid Shelter.

Electrics need to be included on the work schedule  
A defibrillator in the Centre to be included on the work schedule.

Smoke and carbon monoxide detectors have now been fitted in every room.

The Fire officer at Adur District council will visit the Centre on 4<sup>th</sup> December and report on recommendations for the Parish Council to act on. He will write a full fire and safety report and give advise to the Parish Council.

417 **Centre Income:** . Members studied the comparison chart for income for 2016 and 2017 and are pleased to note that income is continuing to increase.

It was recommended Hire charges for parties are increased. Members to discuss at the next Centre meeting in January 2018.

**Centre Budget:** Members discussed the Centre budget and noted that this is on target for this financial year with one or two exceptions.

418

Concern about the amount being spent on cleaning materials was raised and whether an alternative method of purchasing material was feasible. The amount spent on cleaning materials a month is to be limited. A separate code for the recreation ground toilets should be added to the A & E budget.

**Health and Wellbeing:**

419

Health and Wellbeing team members will meet on Monday 27<sup>th</sup> November 2017 at 2.00pm

Members of SBL and Parish Council visited Heene Community Centre and their community café. The café is open to the public as well as for the use of clubs and groups who use the Centre. It is commercially run. Harriet Johnson Centre sees itself similar to Heene but on a much smaller scale and would like to look into the possibility of a café here at the Centre. Also included in the vision is a ground floor reception area.

Recommend to Full Council that an architect draw up plan for costing such a project. If agreed grants would then be applied for.

**Christmas Events:** Office closure. The office will be closed from Friday 22<sup>nd</sup> December 17 until Tuesday 2<sup>nd</sup> January 18. Staff to take leave when the offices are closed. The Centre will still be open for bookings.

420

**Christmas Festival 15<sup>th</sup> December.** Sompting Churches and Sompting Big Local will join Sompting Parish Council for this event. Held outside Harriet Johnson Centre between 5.00pm and 7.00pm

**Next Centre meeting 17<sup>th</sup> January 2018 at 12.45**

**Meeting closed at 13 :35 hours**

**Signed.....**

**Chairman**

**Cllr Mrs Anne Godley**

**Date.....**

Centre  
Manager

## **Minutes of Centre Committee held on**

**27<sup>th</sup> September 2017 at 12.45 at Harriet Johnson Centre, Loose Lane, Sompting.**

### MINUTE

### ACTION

399 **Attendance:** Cllr Mrs A. Godley, Cllr K Bashford, Cllr B Mear, Cllr B Derham, Cllr P Mansfield

**Centre Manager Mrs S. Williams**

400 **Apologies and reasons for absence:** Cllr C Gynn-Davies has resigned from Centre Committee. Cllr P. Mansfield has requested to be a member of Centre Committee. To be referred to Full Council

401 **Declarations of interest by councillors on any of the agenda items below.** None

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

403 **Minutes of last meeting:** held on 19<sup>th</sup> July 2017 - Approved and signed.

404 **Public participation:** SBL members Emma Crowther Harry Crosby and member of public Mrs B Locke.

405 **Work Schedule:** Cllr Godley read through the work schedule. Members noted that the single door was yet to be painted black. The Centre Manager to ask the Caretaker to paint the door. Quotes will be sort for a replacement but this is for next year budget.

The Air raid shelter: The Centre Manager to get 3 quotes to have the repairs done as per the structural engineers report.

Car Park resurface: The Centre Manager to discuss with the Clerk. Members requested 3 quotes to have the car park completely replaced.

Power points in the HJ room. Quotes to have more points in the room to stop overloading of IT equipment.

406 The side gate: This to be ordered as per quote MRK#0K18 £1,200.  
**Centre Income: July Aug Sept.** Members studied the comparison chart for income for 2016 and 2017 and are pleased to not that income has increased.

407 **The EPIC project:** Members discussed the projects use of the Centre and although members have agreed to allow the use of the Centre without payment more details are required if the project is to have office space. A report and a more detailed plan will be required from Peter King how often they will require use of the office space and whether administration costs were included in their grant. The information will then be presented to full council.

Clerk to contact Peter King

#### **Health and Wellbeing:**

408 Following on from the item on the Full Council (Item 2483-unconfirmed minutes), where the outcome was agreed to support the Project :Sompting Parish Council in Partnership with Sompting Big Local and Ball Tree Surgery. The Service Level Agreement is being produced for all parties to sign. Councillors Mears as Chair of the Council will sign the document, subject to consideration of the contents, by the Clerk and Councillor Mears.

Health and Well Being at the Centre will consider options for a Community Café-all options for consideration will be put to this Committee and the Full Council. The detail regarding the Well Being Project is shown in Going Local (attached)

**Christmas Events:** Members agreed to allow the Harriet Johnson Centre to be used free of charge for the family party/ disco on December 9<sup>th</sup>. Sompting Parish Council working in partnership with Sompting Big Local for all the Christmas events

Christmas Festival 15<sup>th</sup> December. Sompting Churches and Sompting Big Local will join Sompting Parish Council for this event. Held outside Harriet Johnson Centre between 5.00pm and 7.00pm

409

**Next Centre meeting 22<sup>nd</sup> November 2017 at 12.45**

**Meeting closed at 13 :45 hours**

**Signed.....**

**Chairman**

**Cllr Mrs Anne Godley**

**Date.....**

Centre  
Manager

**Minutes of Centre Committee held on 19<sup>th</sup> July 2017 at 12.45 at Harriet Johnson Centre, Loose Lane, Sompting.**

**MINUTE**

**ACTION**

389 **Attendance:** Cllr Mrs A. Godley, Cllr K Bashford, Cllr B Mear, Cllr B Derham, Cllr M Thornton

**Centre Manager Mrs S. Williams**

390 **Apologies and reasons for absence:** Cllr C Glynn-Davies absent

391 **Declarations of interest by councillors on any of the agenda items below.** None

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

393 **Minutes of last meeting:** held on 19<sup>th</sup> July 2017 - Approved and signed.

394 **Public participation:** None present.

395 **Work Schedule:**

Single door. The Centre Manager to get quotes for a replacement door for 2018/19 budget. These to be presented at the September meeting. The existing door to be painted black during this summer.

The Christmas Festival will be held 15<sup>th</sup> December 2017 between 5.00pm and 7.00pm.

Cllr Godley spoke about maximising the use of the IT suite.

Direction signage to HJ Centre on West Street and Loose Lane to be updated.

Early stages of talks suggesting a café at Harriet Johnson Centre.

396

**Centre Income: May – July.** Members studied the comparison chart for income for 2016 and 2017 and noted that income is generally on the increase.

397

**Health and Wellbeing:** Cllr Godley has meet with members of Sompting Big Local, Adur/Worthing Council members and the Centre Manager, unfortunately the local GP was unable to attend .on this occasion. The meeting was called to discuss how Health and Wellbeing is working in other areas with a view to encourage the Harriet Johnson Centre being used as a venue for a clinic. The next meeting will be held on Friday 28<sup>th</sup> July. This project is in the early discussion stages.

**Review of hire Charges:** Members studied the current hire charges and agreed that they should remain unchanged until the next review in September 2018.

398

Residents living in Sompting will receive a 10% discount on all bookings. In view that residents pay a contribution towards the Harriet Johnson Centre in their precept. This discount applies to all residents whether a private booking or a regular group booking.

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

Cllr B. Mear to sort and tidy the library books and bring some books for sale. A honesty box will be placed on the top shelf. Any money received will go to Help the Heroes Charity.

A Cleaner is required for 6 hours at the Harriet Johnson Centre.

**Next Centre meeting 27<sup>th</sup> September 2017 at 12.45**

**Meeting closed at 13 :45 hours**

**Signed.....**

**Chairman**

**Clr Mrs Anne Godley**

**Date.....**

Centre  
Manager

**Minutes of Centre Committee held on 24<sup>th</sup> May 2017 at 12.45 at Harriet Johnson Centre, Loose Lane, Sompting.**

**MINUTE**

**ACTION**

375

**Attendance:** Cllr Mrs A. Godley, Cllr K Bashford, Cllr B Mear, Cllr B Derham

**Parish Clerk D Porter, Centre Manager S Williams**

376

**Apologies and reasons for absence:** Cllr C Gynn-Davies absent

377

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

378

**Election of Chair:** Cllr Anne Godley elected.

379

**Election of Vice Chair:** Cllr K. Bashford elected.

380

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

381

**Minutes of last meeting:** held on 15<sup>th</sup> March 2017 subject to minute no 372 stating the pathway to the Air Raid Shelter to be reported to the next meeting for further discussion. Approved and signed.

382 **Public participation:** None present.

383 **Work Schedule:** Discussed:

The single external door. The door is to be redesigned. The Centre Manager to get quotes to have the door replaced in the 2018/2019 budget. In the meantime the door is to be painted black.

Car Park resurface: The Clerk to draw up a specification to go out to tender.

**Double Doors;** The surveyor has made his final check and the double doors have been ordered. The fitting will be in approximately 4 weeks.

384 The cost of the doors is £3185.89 a deposit of £796.48 has been paid. £2000.00 is in 2017/18 budget.

Recommendation is to be presented at Finance committee to have the remainder of the funds £1,185.89 from EMR for Harriet Johnson Centre.

**Side Gate:** Members viewed quotes received from MRK for the replacement side gate

385 1 Quote MRK#0K18 single gate with wire fencing on top of the flint wall. £1,200.00

2 Quote MRK#0K18a single gate with iron fencing on top of the flint wall .£1,600.00

Proposed to accept quote 1 to be ordered at the end of June.

Recommendation is to be presented at Finance committee to accept quote 1 funds from EMR for Harriet Johnson Centre the sum of the quote less £500 which is in 2017/18 budget.

**Centre Income for 16<sup>th</sup> March 2017- 24<sup>th</sup> May 2017:**The income figures for 16<sup>th</sup> March until 24<sup>th</sup> May 2017 were circulated and noted this included the actual monthly income and the overall income.

386 Members viewed the Centre booking diary. Sompting residents have a 10% discount on bookings. This be discussed whether all the people who attend the booking are Sompting residents or just the person responsible for making the booking.

The Centre Manager will prepare a comparison graph of the actual income comparing month by month figures for 2016 and 2017 for next meeting.

Resolution to discuss this matter in future discussions.

**Air Raid Shelter:** An engineer has surveyed the Air Raid Shelter and has stated the roof is in a bad state of repair and should remain closed until the remedial work has been carried out but may have to be closed permanently. The charge for the engineer to inspect the shelter is £450.00.

The work schedule will be amended accordingly.

Recommendation to Finance committee to cover the cost of a surveyor from General Reserves.

387

**Recycling Bin:** The amount payable for the recycling bin changed to £198.90. It was reported in minute number 374 that it would be £3.75 but the amount changed this financial year.

Recommendation to Finance committee that the full amount of £198.00 be taken from reserves.

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

388

Health and Wellbeing

Review of Hire Charges and conditions of hire

**Next Centre meeting 19<sup>th</sup> July 2017 at 12.45**

**Meeting closed at 14 :00 hours**

Signed.....

Chairman

Cllr Mrs Anne Godley

Date.....

Centre  
Manager

**Minutes of Centre Committee held on 15<sup>th</sup> March 2017 at 12.45 at Harriet Johnson  
Centre, Loose Lane, Sompting.**

**MINUTE**

**ACTIO**  
**N**

366

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

**Parish Clerk, David Porter**

367

**Apologies and reasons for absence: Cllr B Mear absent**

368

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

369

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

370

**Minutes of last meeting:** held on 18<sup>th</sup> January 2017 – Approved and signed.

371

**Public participation:** None present.

372

**Work Schedule:** Discussed:

Maximise income date to be November 2017: Date to be amended on work schedule but must not stop activities occurring during the year

Air Raid Shelter: The Air Raid shelter has been closed temporarily as the roof is in a dangerous condition with falling masonry. The clerk will get quotes from Engineers to have the roof repaired. These will be presented to the Centre committee for funding by reserves. Members to consider whether the replacement pathway should be put on hold or removed from the work schedule.

Harriet Johnson Centre at the heart of Sompting: Cllr Godley to speak with Centre Manager and will report back to this Committee.

Car Park resurface: The Clerk to draw up a specification to go out to tender/quotes depending on estimated costings. Date to be amended on work schedule to September 17 surfacing to occur during that month.

Iron Gates: order to be issued with MRK INSTALLATIONS.

Recommendation is to be presented at Finance and General Purpose Committee the carry over of budget.

It was discussed the opening of the Centre for use by local GPs for 'well being' location for small groups run by GP staff for flu vaccinations etc. Cllr Godley to speak with GP practice manager to see if this would be possible and will report back at the next Centre meeting.

**Centre Income from January 2017 until 15<sup>th</sup> March 2017:** The income figures for January 2017 until 15<sup>th</sup> March were circulated and noted this included the actual Monthly income and the overall income.

373

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

Metal detectors wish to 'dig' around the Air Raid Shelter and rear garden of the Centre for artefacts from 2<sup>nd</sup> world war. The Centre manager to make arrangements with the organisation.

Recycling Bin ; The Centre to have a recycling bin at £3.75 per week. Recommend to Finance and General purpose committee for budget approval.

Member group meeting in June/July to discuss activities in the new year.

374

**Next Centre meeting 24<sup>th</sup> May 2017 at 12.45 It was noted that there may be new committee members and a new Chairman and Vice Chairman be elected.**

**Meeting closed at**

**Signed.....**  
.

**Chairman**

**Cllr Mrs Anne Godley**

**Date.....**  
..

Centre  
Manager

**Minutes of Centre Committee held on 18<sup>th</sup> January 2017 at 12.45 at Harriet Johnson  
Centre, Loose Lane, Sompting.**

**MINUTE**

**ACTIO  
N**

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

**Centre Manager S. Williams**

356 **Apologies and reasons for absence:**

357 **Declarations of interest by councillors on any of the agenda items below. None**

358

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

359

**Minutes of last meeting:** held on 23<sup>rd</sup> November 2016 – Approved and signed.

360

**Public participation:** None present.

361

**Work Schedule:** Cllr Alun Jones, Simone Williams [Centre Manager] Eileen Colwell, Mike Prince, Bob Brown [Pastfinders] will set up a small working group for the Air Raid Shelter. The group will work together and meet regularly to fill in the application form ready for submission.

4 quotes has been received to have the double doors and cladding replaced:

Newveiw £2654.92 plus VAT

DWD £3246.00 plus VAT

Attwater £5980.00 inc VAT

Lancing Double glazing

£3320.71 inc VAT

**Resolved** to recommend to use Newview windows and conservatories to replace the double doors.

Quotes have been received from Sussex ironworks to replace the iron gates at the Harriet Johnson Centre. We are waiting to receive a detailed quote before a final decision can be made

362

**Centre Income from 23<sup>rd</sup> November 2016 until 18<sup>th</sup> January 2017:** The income figures for December 2016 and January 2017 were circulated and noted this included the actual Monthly income and the overall income.

Worthing Model Tank Club (a new group) have used the Centre on 3 occasions without a reduction in the amount they pay in rent.

Recommend that the first 6 sessions be paid at 50% of the booking fee.

**Events organised by the Caretaker at the Harriet Johnson Centre:** After

discussion members agreed that a 10% reduction in payment of rent be given to Mr Clay. This reduction is a one off and any further bookings will be discussed on their own merit.

363

The remainder of the income will be paid to Riding for the disabled Charity via Sompting Parish Council.

Grateful thanks to Mr Clay for organising the Tack Sale to be held on Tuesday 21<sup>st</sup> February.

**Storage Charge:** Existing storage of equipment arrangements at this moment in time are manageable but if more groups require storage this will have to be reviewed. No charge will be made to the groups at present using storage facilities.

All personal equipment belonging to the different groups is left here at their own risk. The groups are made aware of these arrangements.

364

Centre  
Manager

**Centre Meetings:** It was proposed that Centre meeting is held every other month. Members agreed to hold the Centre Meeting every two months after the planning meeting and starting at 12.45pm.

If an additional meeting is required this will be advertised on Sompting Parish Council Website giving notice of at least 3 working days.

365

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

**No items were discussed**

**Next Centre meeting 15<sup>th</sup> March 2017 at 12.45**

**Meeting closed at 13:45**

**Signed.....**  
.

**Date.....**  
..