



Draft Minutes of Centre Committee held on 10th October 2018

Meeting commenced at 12.30pm

Minute		Action
483	Attendance: Cllrs Baxter, Godley, Derham, Mansfield. Cllr Glynn Davies arrived at 12.45pm Members of the public :- None Centre Manager Simone Williams	
484	Apologies and reasons for absence: All members present	
485	Declarations of Interest: None	
486	Request for DPI Dispensations: None	
487	Minutes of meeting held on 18th July 2018 : Cllr Godley proposed and Cllr Derham seconded that the minutes were a true record of that meeting. Agreed. Cllr Mansfield signed the minutes having attended and chaired that meeting	
488	Public participation : No members of the public were present.	
489	Work Schedule : Air Raid Shelter : Work ongoing with Cllr Godley, Centre Manager and members of Sompting and Lancing Pastfinders. IT Room : The room is continuing to be used on Wednesday mornings for I.T. training. The mindfulness and wellbeing group also uses this room on Monday evenings. Cllr Godley will ask if Men in Sheds if they feel they could use this room on a temporary basis. Defibrillator : Clerk to ask SBL if they are able to provide councillors with training. The defibrillator is situated in the Centre kitchen cupboard along with the first aid box. It can be used if needed and has audio instructions to follow when needed. Signage: Cllr Godley has a meeting with Men in Sheds and will ask if they are able to make an external welcome sign for Harriet Johnson Centre. Direction signs into the Centre are not very clear. A sign by the Parish notice board would overcome this issue. Sleepers: Cllr Mansfield advised that 2 of the sleepers in the flower bed outside the Centre are rotten. The Parish Council will need to purchase 2 replacement sleepers and Cllr Mansfield has offered to install them.	Cllr Godley Clerk

490 **Review of Hire Charges:**
Members studied the current hire charges and agreed to leave the current charges unchanged until the next review September 2019.
The charges are displayed on the internal noticeboards and on the SPC website. Proposed Cllr Godley, seconded Cllr Derham.

491 **Consideration of budget sheets 2018/2019**
Members considered the budget sheets. Members noted that some items have been moved from A&E to the Centre budget - Sompting Summer and Christmas Festivals, Centre garden and Air Raid Shelter.
It was agreed to purchase 2 replacement 6ft tables in this financial year.
Members noted there is £960.00 left in the maintenance budget for this year.

492 **Initial thoughts on budget sheets for 2019/20**
The Centre Manager to get quotes for the services used for the heating, boiler, fire alarm, emergency lights, PAT test testing. The wooden flooring is in need of sanding and sealing and the Centre and offices are looking shabby and need decorating. Centre Manager to get quotes.
Prices will be presented to the next Centre meeting.
Cllr Mansfield left the meeting at 13:30.

493 **Centre Income :** Members were pleased with the current data presented to them and the apparent increase in income over the past months and hope this continues.

494 **Health and Wellbeing :** Cllr Godley advised we are intending to start a two year project shortly. Ongoing discussions with LPC re sharing a case worker. Awaiting Adur District Council's views.

495 **Community café :** No further progress, pending outcome of issue relating to current lease of HJ Centre.

496 **WW1 Celebrations:** the memorial bench has now been installed at the bottom of Halewick Lane on the grass.
A dedication service will be held for the bench at 2pm on Saturday 10th November with Rev Allie Moore conducting a short service. Cllr Godley will read out the names of the soldiers from Sompting who lost their lives. Their names appear on the memorial at St. Mary's Church Sompting.
Afterwards we will be serving light refreshments at Harriet Johnson Centre and there will be a chance to view mementos from the 1st World War.

497 **Christmas Festival 2018 :** Sompting Estate have kindly agreed to sponsor the outside Christmas tree.
Cllr Baxter will speak to the Headmaster at Sompting Primary school to ask if the children would be able to design a poster to advertise the event.
Cllr Baxter will investigate the possibility of supervised donkeys attending.
Centre Manager to ask Nic and Bens whether they can supply hot chocolate along with tea and coffee. This is a service we include in the Christmas Festival without payment for those attending.

**Centre
Manager**

498 **Christmas Office closure:** the offices will be closed from 12 noon on Friday 21st December 2018 and will re-open on Tuesday 2nd January 2019 at 9.00 a.m.
Agreed. Proposed and seconded.

499 **Next meeting :** 12.45pm on 24th October 2018

Meeting closed at 1.45pm

Signed
Chairman

Dated