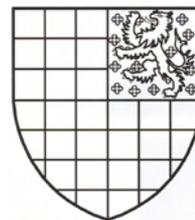


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**LEWES
TOWN
COUNCIL**

MINUTES

of the meeting of the **All Saints Centre (ASC) Steering Group** held on **Thursday 22nd September 2016**, in the **Yarrow Room, Town Hall, Lewes** at **11:00am**.

PRESENT Cllrs Burrows; Catlin (Wischhusen); Chartier; R O'Keeffe.

In attendance: S Brigden (*Town Clerk [TC]*); Miss L Zeyfert (*Manager, All Saints Centre*);

ASCSG2016/01 **ELECTION OF CHAIRMAN:** Cllr M Chartier was elected Chairman for the meeting, pending review when more Members could be present.

ASCSG2016/02 **QUESTIONS:** There were none.

ASCSG2016/03 **APOLOGIES for ABSENCE:**

Apologies had been received from Cllrs Dr Bolt and Milner, who had work commitments; and Cllr S Murray who was on holiday.

ASCSG2016/04 **DECLARATIONS OF INTEREST:** There were none

ASCSG2016/05 **MINUTES:** The minutes of the meeting held on 16th September 2015 were received and signed as a correct record.

ASCSG2016/06 **BUSINESS OF THE MEETING:**

1 *Film@AllSaints:* Performance statistics were presented for the full season, September 2015 to July 2016. Sixty-nine films had been shown over 114 screenings and average audience numbers continued to rise. The community cinema operation overall was showing a financial surplus from film tickets and kiosk sales. The season had yielded an operating surplus of £4,048; an increase over the previous year's £3,589. This was the fourth full season and analysis of the 'performance' of each film title was also provided. There followed some discussion as to the anticipated effects of the proposed Depot Cinema, now understood to be opening in mid-2017 with only two auditoria and a new emphasis on community facilities such as meeting-rooms for hire. It was agreed that the film operation at All Saints should continue until such time as there was a major change in circumstances.

2 *Digital Cinema Projection equipment:* Council had referred the question of Digital Cinema Projection equipment (DCP) back to the Steering Group for further consideration. DCP would allow a wider range of films; earlier showing after release of popular mainstream titles; 'niche' screenings including the potential to show live broadcasts from high-profile ballet/opera/theatrical performances *via* satellite/internet connections; improved overall sound and picture quality, and low operating costs. It had been estimated in 2015 that appropriate equipment would cost around £27,000 and Lewes Film Club had offered to contribute their savings of £10,000 towards this sum. It appeared likely that there would remain demand for film projection capability at All Saints in the future, and DCP could be seen as simply maintaining compatibility with modern developments, as in the past 35mm film had given way to disc media. It was suggested that further research should be carried-out into current costs and operational aspects, and a small group comprising TC; Miss Zeyfert; and Cllr Catlin was asked to do this. Cllr O'Keeffe stated that she would be happy to assist in researching possible community grant funds, although noted that it may be most appropriate for any application to be led by Lewes Film Club.

3 *Lighting:* An independent professional report on lighting at the centre was considered. This proposed a specification for potential improvements to stage and

continues...

ambient lighting provided at the Centre, and the order of costs for a range of options with the benefits that could be derived from these. It was agreed that the proposals would offer appropriate benefits to users and bring the centre's basic facilities in line with common modern standards. There were indications that ongoing operating costs would significantly reduce due to the modern technology, as would power consumption – a reduction of up to 75% in energy use was estimated. An earlier phase of this project had already seen the installation of a modern lighting truss system on stage, and the estimated total cost for purchase and installation of all elements of the proposed upgrade was around £24,000. The current balance on the financial Reserve for maintenance at All Saints stood at £44,800 and further contributions from precept had been frozen as it was anticipated that this sum was more than adequate for foreseeable maintenance. Council could utilize this reserve if it chose, and consider partial reinstatement if necessary in the next budget cycle. It was agreed to recommend this course of action to Council.

4 *Sound:* The only sound equipment offered at All Saints for use by hirers was an outdated fixed public-address system. To offer a basic mixing desk and microphones, which could be used by events such as Lewes Speakers Festival and Lewes Live Literature; music/drama events, and also include installation of a hearing-loop would cost around £6,000. Technical specifications had been researched with the assistance of experts familiar with the centre, and estimates obtained. It would be possible to charge for hire as an “extra” to room-hire fees in the way that bar equipment and facilities are currently charged. This was considered appropriate, and a figure of £40 per hire was discussed and considered reasonable, aligned as it was to existing charges. Cllr O’Keeffe suggested she might apply to a grant fund in respect of elements such as the hearing-loop, and it was agreed that she would make an initial approach. The approved budget for equipment at All Saints was adequate for this purchase, and it was agreed that Council should be asked to agree the project with a maximum cost of £6,000, potentially offset by grant.

5 *Toy Library:* Miss Zeyfert recounted the history of the Toy Library, which had operated at All Saints for 30 years but could no longer recruit volunteers to manage it. ASC staff already assisted in many ways and the organizer had suggested that if the Council were to take the function in-house, the toys and the residual amount in their bank account (£400 – for new toy purchases) would be gifted to the Council. The library system and terms and conditions had been researched and reflected similar operations around the country; there was considered to be no need for review.

Adults joined the library for an annual fee and borrowed most items free of further charge (maximum 5 a week). Larger items were loaned for a small additional amount. On joining, members signed a disclaimer accepting responsibility to choose age-appropriate toys for their children and to supervise their children whilst playing with them at the group. Adults staying for the associated playgroup on Wednesdays were charged to cover costs of tea and coffee and the room hire.

The toys were cleaned every time they are returned. Any broken/damaged toys were removed immediately and all were assessed and sorted during the summer holiday. It was confirmed that any additional time, eg preparation/distribution of advertising, could be accommodated alongside that for the *Film@AllSaints* operation.

6 *Heritage Open Day:* This was considered to have been a success at All Saints, with an organ recital by Ms Susan Bain being particularly well-received. There had been notably more visitors than the previous year, and a marked increase in younger age groups. “Grave rubbing” had proved very popular. In answer to a question regarding possible regular organ recitals it was noted that this was compromised by availability of the very busy hall, although some were being discussed with local

organists.

ASCSG2016/07

RECOMMENDATIONS/CONCLUSIONS:

It was agreed to recommend to Council that it should note these minutes and approve:

1 Improvements to stage and ambient lighting be purchased and installed, as described in the independent technical report considered by the All Saints Steering Group at its meeting on 22nd September 2016 (*copy in Minute book*). The sum of up to £24,000 to be drawn for this purpose from the financial reserve identified in the Council's published accounts as R2 (*current balance £44,800*).

2 Improvements to the sound equipment at the All Saints Centre, as considered by the All Saints Steering Group at its meeting on 22nd September 2016, be purchased and installed at a cost of up to £6,000, to be drawn from approved budgets for equipment at the Centre, but offset if possible by application to appropriate grant funds.

3 Lewes Town Council will assimilate into the general operations of the All Saints Centre the toy-library service previously managed by independent volunteers, as considered by the All Saints Steering Group at its meeting on 22nd September 2016.

ASCSG2016/08

There being no other business, the Chairman declared the meeting closed and thanked everyone for their contribution.

The meeting closed at 12:15pm