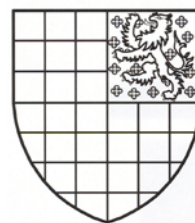


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**LEWES  
TOWN  
COUNCIL**

## **MINUTES**

of the meeting of the **All Saints Centre (ASC) Steering Group** held on **Thursday 8<sup>th</sup> January 2015**, in the **Yarrow Room, Town Hall, Lewes** at **10:00am**.

**PRESENT** Cllrs Catlin (Wischhusen); Chartier; J Daly; M Milner; S Murray, R O’Keeffe; A Price, and Dr M Turner (*Chairman*).

**In attendance:** S Brigden (*Town Clerk [TC]*); Miss H Roxx (*Asst. Manager, All Saints Centre*)

**ASCSG2014/09 ELECTION OF CHAIRMAN:**

Cllr Turner was elected Chairman.

**ASCSG2014/10 QUESTIONS:**

There were none. (No public or press were present)

**ASCSG2014/11 APOLOGIES for ABSENCE:**

There were none.

**ASCSG2014/12 DECLARATIONS OF INTEREST:**

There were none

**ASCSG2014/13 MINUTES:**

The minutes of the meeting held on 10<sup>th</sup> October 2014 were received and signed as a correct record.

**ASCSG2014/14 BUSINESS OF THE MEETING:**

1 It was agreed that the meeting would, if still in progress at 10:55am, adjourn for 15 minutes to allow members to attend a small event to be held to demonstrate support for the French nation following recent atrocities in Paris.

2 Members considered that: once the new lighting truss was fixed in its permanent location, it would be appropriate to upgrade the centre’s lighting equipment to provide basic facilities to a modern standard. The truss would allow hirers to attach modern industry-standard lighting for their own specialized requirements but the Centre’s own equipment was very dated and may no longer provide the quality of light or controllability that was expected. There was an agreed budget for ‘routine’ maintenance and upgrade but it was accepted this may not be adequate for the proposed purpose. Cllr Milner, a professional engineer with significant experience in theatre/stage lighting, offered to advise on appropriate items to purchase, which would then allow an upgrade to be costed. Should the proposals exceed available budget, Council could be asked to agree this as a separate project.

3 *Film@AllSaints* performance statistics for the screenings up to the previous weekend were discussed. Audience numbers continued to rise and there had recently been one screening that attracted 211 – almost a full house (*ASC licensed capacity 217*). The operation overall was showing a financial surplus from both film tickets and kiosk sales, and the number of both individual screenings and whole weekends which showed surplus income were both in the majority for the first time. Audience feedback on the effectiveness of advertisements continued to suggest that posters and the Viva Lewes advertisements were the most helpful. Posters were no longer being defaced or removed, and this was starting to have a positive effect.

4 Specialist advice had been previously considered as to the potential for fitting digital projection (DCP) equipment, and the likely cost. A replacement screen, which would also enhance sound quality by allowing better positioning of

speaker units, had been agreed at the previous meeting and subsequently approved by Council. In discussing quotes for supply of this item, Lewes Film Club (LFC) had again propounded the benefits of installing DCP equipment. It was agreed that the end of the cinema service at Lewes Little Theatre had affected this context. The prospect of a new purpose-built cinema (The Depot) was nearer since the developer had recently obtained planning consent, but it was understood that there were other consents to be agreed and that these had the capacity to cause significant delay, or even revision of the plan. It was **agreed** that the purchase of a new screen and further consideration of DCP equipment would be deferred until there was more information on the position of LFC as a funding partner, and the precise cost for an appropriate installation. The previously-mandated 'minigroup' of Cllrs Catlin and Turner; the Town Clerk and the ASC Manager were asked to investigate further and discuss options with LFC.

4 The meeting was recessed at this point (10:55am), and resumed at 11:15am

5 Upon resumption of the discussions, Cllr Turner left the meeting to attend another appointment, and Cllr Chartier was elected to the Chair for the remainder of the meeting.

6 There followed a general discussion on the usage levels of the Centre and the range of activities currently seen. The Assistant Manager confirmed that there were only one or two 'free' periods available to hire in the next six months (the limit of the booking diary) and that this position was typical. It was acknowledged that the increase in hired hours seen each year since a permanent staff was established may now have reached a plateau, as there were so few operating hours available before absolute capacity was reached. In terms of the range of activities, this continued to be a broad mix and All Saints fulfilled its remit as a community; arts, and youth centre. It was anticipated that: should any current user cease to operate there were many potential alternative uses and hirers which would replace them. It was agreed that a simple graphical representation or analysis of the current usage profile would be useful, and TC undertook to provide this. There was no practical means of extending the time available, or increasing the space available to hire.

7 It was noted that the churchyard itself was an attractive feature of the Centre and this gave rise to a question regarding its status. TC briefly summarized the background, and noted that the churchyard was declared "closed" to further burials before the premises were given to the Town. Responsibility for basic maintenance had been passed, under an obscure legal provision, to Lewes District Council and was routinely carried out by their contractors. Centre staff had traditionally augmented this work, and recently Cllr Catlin had assisted as a volunteer in clearing excess growth from hard-to-reach areas of the site and restricting re-growth. Thanks were recorded for this contribution.

ASCSG2014/15

#### **RECOMMENDATIONS/CONCLUSIONS:**

There were no specific recommendations arising for consideration by Council. Further discussions would be held on the matter of DCP equipment once more detail was established.

ASCSG2014/16

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

*The meeting closed at 11:30am*