



MINUTES

of the meeting of the **All Saints Centre (ASC) Steering Group** held on **Thursday 19th September 2019**, in the **Main Hall, All Saints Centre**, Lewes at **11:00am**.

PRESENT Cllrs R Burrows; S Catlin (*Chair*); J Herbert; M Milner; R O’Keeffe; R Waring
In attendance: S Brigden (*Town Clerk [TC]*); Ms L Zeyfert (*ASC Manager*); Ms H Roxx (*ASC Asst Manager*) and Mrs C Tully (*ASC Venue Assistant*).

ASCSG2019/01 ELECTION of CHAIRMAN:

Cllr Catlin was elected Chairman of the Steering Group for the 2019/20 year.

ASCSG2019/02 QUESTIONS: There were none.

ASCSG2019/03 APOLOGIES for ABSENCE: Apologies had been received from Cllr O’Keeffe who was working.

ASCSG2019/03.1 The apologies for absence submitted to this meeting are noted.

ASCSG2019/04 DECLARATIONS OF INTEREST: There were none

ASCSG2019/05 MINUTES: The minutes of the meeting held on 19th March 2019 were received and signed as a correct record.

ASCSG2019/06 REMIT of the STEERING GROUP:

Members noted the remit of the Group which was set by Council as:

The All Saints Steering Group is tasked with general oversight of the All Saints Centre operation, meeting ad hoc and formulating recommendations for Council or other committees; functional panels, or working parties.

ASCSG2019/07 BUSINESS OF THE MEETING:

Members welcomed the attendance of the ASC staff team and thanked them for rearrangement of rotas to facilitate this as it was acknowledged that they would not normally be on duty at the same time.

There followed a general discussion on various topics of interest, which covered:

- › recent bookings by new drama groups;
- › the Toy Library operated by the Centre;
- › the pipe organ and its history and the potential for public performance;
- › the process of developing the monthly “What’s On?” guide and principles of general publicity and that supporting the 3rd-party hirers of the building;
- › film projection and the long-standing relationship with Lewes Film Club.
- › A summary analysis of the categories of use for which the Centre was hired over the past year – which demonstrated a good match with the principles of the original gift by the Church for use as a broad community; arts, and youth facility;
- › Analysis of the use of the Centre over several years, which identified that it ran at near-full capacity in terms of hired hours and that ‘free’ availability was very limited: most weeks only 2- or 3-hours mid-day; mid-week. Members acknowledged that development of use would therefore mean greater numbers of attendees and audiences, which was a factor essentially dependent upon the efforts of individual hirers *in* their own events.
- › Typical audience numbers for events.
- › Aspects of Licensing law applicable to the operation of the centre.

> Potential for further public open days. It was noted that the booking diary operated on a 'rolling year' basis and that an available weekend day was unlikely before February 2020.

> Members questions on general matters, such as equipment and electrical testing. In conclusion: Members acknowledged in glowing terms the efforts of the ASC staff and the friendly and helpful service to the public for which they were well-known.

It was proposed that dates be sought for another public open day, and that whilst meetings of the Steering Group were *ad hoc* they would hold at least two each year, when they could be accommodated at the Centre, probably in January and July.

ASCSG2019/08

There being no other business, the Chairman declared the meeting closed and thanked everyone for their contribution. *The meeting closed at 12:25pm*

Signed

dated

Draft