

Town Hall
High Street
Lewes
East Sussex
BN7 2QS



**LEWES
TOWN
COUNCIL**

☎ 01273 471469 Fax: 01273 480919

✉ townclerk@lewes-tc.gov.uk
🌐 www.lewes-tc.gov.uk

To: Cllrs Dr J Baah; M Bird; S Catlin; G Earl; J Lamb; M Milner; S Sains and K Wood.

A Meeting of the **Malling Community Centre Steering Group** will be held on **Thursday 30th September 2021**, via Zoom video-link (*please see below*) at **3:00pm** which you are summoned to attend.

***VIRTUAL ATTENDANCE:** This meeting can be joined using computer video and audio using any suitably equipped digital device (*eg* laptop; tablet or smartphone) or, by audio only, using a telephone.

To join this meeting either follow this link: <https://us06web.zoom.us/j/87169077240>

Or telephone 0131 460 1196 or +44 (0)330 088 5830. Use **Meeting ID: 71 6907 7240**

***Please also see the note below regarding password-controlled access to this online meeting**

S Brigden, Town Clerk 22nd September 2021

AGENDA

1. QUESTION TIME

To consider any questions received regarding items on the agenda for this meeting.

2. APOLOGIES FOR ABSENCE:

To receive apologies from members of the committee who are unable to attend.

3. MEMBER'S DECLARATIONS OF INTEREST:

To note declarations of any personal or prejudicial interests in matters on this agenda.

4. REMIT of the STEERING GROUP

To note the remit of the Steering Group, which is:

The Malling Community Centre Steering Group is tasked with general strategic oversight of that Centre's operations, meeting ad hoc and formulating recommendations for Council or other committees, functional panels, or working parties as appropriate. This may include scrutiny of current, future and proposed business plans; staff structure and costs; profit and loss; contracting-out; income and expenditure reporting as well as review of booking, operations issues and management plans.

5. BUSINESS OF THE MEETING

To consider various matters related to the Centre, notably:

- general update on operations (*oral reports TC/Centre Manager & others*)
- catering (*draft lease for discussion – copied to W/party members only*)

For further information about items on this agenda please contact the Town Clerk BYE-MAIL at the above address

PUBLIC ATTENDANCE :

Members of the public have the right, and are welcome, to attend* this meeting – questions regarding items on the agenda may be heard at the start of the meeting with the Chair's consent.

Questions or requests to address the Working Party must be submitted by email to the Town Clerk at least 3 days in advance.

This meeting will be held online via Zoom Pro video link. To join the meeting follow the instructions above.

***Members of the public wishing to join this meeting must request a password by email at least 24 hours before the published start time. Please submit your request to townclerk@lewes-tc.gov.uk**

For guidance on joining online meetings please see the notes overleaf

This agenda and supporting papers can be downloaded from www.lewes-tc.gov.uk

Guidance on attending ‘virtual meetings’



Joining a meeting:

1. Invitations to COUNCILLORS and officers to join a virtual meeting of the Council; a committee, or Working Party will be included in an email accompanying the agenda, and will look similar to this (*examples only*):

Lewes Town Council is inviting you to a meeting of ??????????????????

To join the meeting, use this **link**: zoom.us/j/nnnnnnnnnnnn

Meeting ID: 123 4567 8910 (*example only*)

Password: 123456 (*example only*)

OR dial by your location

+44 (0)131 460 1196 United Kingdom or +44 (0)330 088 5830 United Kingdom

The link (but not the password) will be also repeated at the head of the Agenda and can be accessed from either. The **password** should not be shared, as **PUBLIC** attendees are asked to request a password by email at least 24hrs before the scheduled start.

2. Using a digital device with camera and microphone (*eg* laptop; tablet, smartphone), access can be gained by following the link. If audio-only is preferred (or problems interfere with video connection), telephone connection can be made using either of the numbers and following the prompts. Meeting ID and Password may be required dependent upon your chosen method.
3. If using computer audio and video a screen will open, similar to this:

Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

4. If you cannot download the application (or choose not to), or cannot run it, you may join from your internet browser by selecting that option.
5. On first connecting with the meeting you will be admitted to a virtual **Waiting Room**. Please follow any prompts, whether on-screen or audible. Attendees will be admitted once the meeting starts and what you see or hear after entry to the meeting may depend upon the equipment you are using.
6. To begin each meeting, the Chair will introduce some **meeting protocols** and all those attending will have live audio connections but will be asked to ‘mute’ their microphone when not speaking. Those wishing to speak will be asked to indicate by raising their hand or using the ‘hand up’ icon or sending a Chat message and they will be invited to do so by the Chair. The Chair can mute all attendees and selectively unmute individual speakers if there are interruptions or background noise issues.
7. While it is possible to use on-screen options to signify **voting** this will NOT be used. Should a vote be called during any meeting the Chair will ask Members to signify by raising their hand or, if there are any voting members attending by audio only, asking each in turn to voice their vote or abstention.
8. Attendees can send short **‘Chat’ messages** to one another privately and publicly during the meeting.
9. Meetings will be recorded, but records kept only until the Minutes have been subsequently validated.

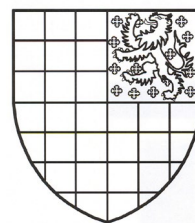
PLEASE NOTE:

Before connecting, it is good practice to ensure that your equipment is adequately charged; that you will not be interrupted, and that your camera’s field of view or microphone do not capture anything you would prefer is not seen/heard publicly. Functions will be available once you have entered the meeting to alter the background, and your camera and microphone can be muted at will.

Please also ensure that other equipment nearby does not introduce audio ‘feedback’; that background noise is minimal, and that you select appropriate levels of microphone sensitivity and speaker volume on your device.

To learn more, a number of helpful FAQ’s and video tutorials are available at www.zoom.us

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MINUTES

of the meeting of the **Malling Community Centre (MCC) Steering Group** held on **Friday 11th June 2021**, online via Zoom meetings, at **11:00am**.

PRESENT Cllrs Dr J Baah; M Bird; S Catlin; J Lamb; M Milner and S Sains

In attendance: S Brigden (*Town Clerk [TC]*); Ms H Roxx (*MCC Manager*); Ms F Willis (*MCC Asst Manager*) and B Courage (*Town Ranger*).

MCCSG2021/01 ELECTION of CHAIR:

Cllr Milner was elected Chair of the Steering Group for the 2021/22 year.

MCCSG2021/02 Appointment of Vice-Chair:

Cllr Sains was appointed Vice-chair of the Steering Group for the 2021/22 year.

MCCSG2021/03 QUESTIONS: There were none.

MCCSG2021/04 APOLOGIES for ABSENCE: Apologies had been received from Cllr Earl, who was on holiday, and Cllr Wood, who had a work commitment.

MCCSG2021/05 DECLARATIONS OF INTEREST: There were none

MCCSG2021/06 REMIT of the STEERING GROUP: Members noted the remit of the Group which was set by Council as:

The Malling Community Centre Steering Group is tasked with general strategic oversight of that Centre's operations, meeting ad hoc and formulating recommendations for Council or other committees, functional panels, or working parties as appropriate. This may include scrutiny of current, future and proposed business plans; staff structure and costs; profit and loss; contracting-out; income and expenditure reporting as well as review of booking, operations issues and management plans

MCCSG2021/07 BUSINESS OF THE MEETING:

The Group addressed matters as:

1 *General overview:* TC reviewed the evolution of the project to refurbish the Centre; beginning with the responses to original public consultation on desired facilities and showing the drawings depicting the vision for the wider area and recreation ground, to be funded from planning agreements on development of the North Street Quarter/Phoenix area. For the benefit of Members who had not yet visited the rebuilt Centre there followed a series of photographs depicting the refurbished Centre and the facilities offered, which illustrated how the project had met those requirements as far as practicable. It was noted that the improved space and general amenity value of the building would inevitably alter the usage profiles compared with the previous layout and management model.

TC described the position regarding 'snagging' following the practical completion of building works – photographic examples illustrated some of the elements being addressed. These items were more extensive and complex than indicated in the original list produced at the point of handover by the building contractor. These were progressing steadily, and various sub-contractors were due to visit to complete rectification jobs.

Fire risk assessment had been carried-out and the maximum safe capacity of the spaces was established. Contracts were in place for hygiene services, alarm monitoring *etc* and the ground-source heat pump installation was now accredited with the government Renewable Heat Incentive. This is a financial incentive scheme designed to increase the uptake of renewable heat technologies and reduce

carbon emissions and will return payments to the Council for up to 20 years based upon periodic submission of usage data.

Telephones & data connections were being arranged and the Centre was currently using a mobile number (07708 648028) which would ultimately become the emergency phone. Email was in place and messages could be sent to mallingscentre@lewes-tc.gov.uk. Almost-new office furniture had been obtained free of charge from a charity supplier.

There followed a general discussion on several aspects of the building and prospective operations, including such things as bicycle stands and 'basic' equipment for use by hirers. It was recognized that a new profile of use would emerge once operations commenced.

2 *Prospective re-opening and relaxation of covid-19 restrictions:* TC gave an update on the position regarding allowable events under Covid-19 regulations and noted that it was anticipated that some events should be possible once restrictions eased subject to the government's announcement planned for the 14th June. It was noted that 'headline' information in the media was often not consistent with the actual regulations or government statutory guidance. The appropriate guidance was monitored, and plans adapted as appropriate to any developments in that regard. Re-opening would follow the government programme – anticipated 21st June – although the building would not be fully-equipped. It would be desirable to hold a 'Grand re-opening' to celebrate the project, but this was likely to be later in the year.

3 *Catering:* General licensing was under review as the building had been substantially altered, and it was likely that a new license would be required for all purposes. Specialist advice had been sought as to the practicalities of offering a concession to a professional caterer to equip and operate the café/bar. It was not thought appropriate to allow hirers to use the kitchen, as in the past, and the redesign had anticipated a more professional, managed, service. The facility had been independently assessed as likely to be very attractive to prospective concessionaires, and it should not be necessary to offer a rent-free period in recognition of their initial investment in equipment. It was proposed that a contract be drafted for approval by the Group, with assistance from experienced specialist agents, which could specify requirements for any aspects unique to the Council's policies and overall management of the building. It had been recommended that as the proportions of business rates, utilities consumption *etc* attributable to the café operation were likely to be quite small, an all-inclusive contract was appropriate and this was expected to yield significantly higher income to the Council. When a contract was offered to the market, it should be possible to require a presentation by bidders before a tender was accepted, to assess compatibility with the Council's outlook. The Group agreed the principles of this proposal and work would begin on drafting a contract. Until catering was fully-established at the Centre, small items of equipment for preparing hot and cold beverages (*eg* boiling urns) could be used.

4 *Fees & Charges:* Members considered comparative fees for public rooms and buildings in the area, and there followed a lengthy discussion on an appropriate tariff to reconcile the continuing community focus of the Centre with the acknowledged improvements in facilities that it now offered. The Group also considered a list of previous hirers; the periods hired, the original tariff and the facilities that had been used.

After detailed consideration, it was decided that a fair starting-point would be to copy the tariff offered at the All Saints Centre, with an introductory reduction of 30% applied, and this would be comprehensively reviewed after a year. This would recognize the fact that the Centre would not initially be fully equipped or providing catering facilities, and the profiles of demand and usage would evolve over the first few years.

This tariff was currently, at full rates:

Hourly Rates*

From April 2021

	Main Hall	Small Hall
Mon-Fri to 6pm	£15.00	£10.50
Sat-Sun to 6pm	£22.50	£15.00
Mon-Thurs 6-11pm	£22.50	£15.00
Fri-Sun 6-11pm	£27.00	£17.95

**Not for Profit/
Charity Rate****

Mon-Fri to 6pm	£15.00	£10.50
Sat-Sun to 6pm	£16.75	£11.15
Mon-Thurs 6-11pm	£16.75	£11.15
Fri-Sun 6-11pm	£20.30	£13.30

*Hire fees are subject to annual inflationary increase each April.

**Not for profit organisations may qualify for the discounted hourly rate. Proof of status is required.

5 *Miscellaneous issues:* There followed a general discussion on various general matters before the meeting ended, including signage; principles of hiring by the hour and Value Added Tax, among other things. In answer to a question, TC confirmed that the contract price for the rebuild had not been exceeded, but provisional elements allowing for contingencies had been fully-utilized. Interim payments had been made to the contractors at each milestone subject to validation certificates issued by the Council's managing surveyors, according to the protocol prescribed by the Royal Institution of Chartered Surveyors. Some Members felt that the contractor should be prepared to disclose their final costs, although TC advised this would be considered commercially-sensitive information.

Members who wished to look around the Centre were asked to contact Hannah or Faye at mallingscentre@lewes-tc.gov.uk or telephone 07708 648028. TC would distribute these details.

MCCSG2021/08

CONCLUSIONS/RECOMMENDATIONS:

It was agreed that council should be asked to note the considerations of the Group and endorse its decisions.

MCCSG2021/09

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

The meeting closed at 12:45pm

Signed

dated