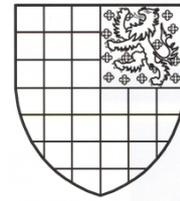


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**LEWES
TOWN
COUNCIL**

To: Cllrs R Burrows; Catlin (S Wischhusen); M Chartier; M Milner; R Murray; S Murray; C Renton

A Meeting of the **All Saints Steering Group** will be held on **Thursday 25th October 2018**, in the **Council Chamber, Town Hall**, Lewes at **3:00pm** which you are requested to attend.

S Brigden, Town Clerk
16th October 2018

AGENDA

1. ELECTION of CHAIRMAN

To elect a Chairman for the Steering Group for the 2018/19 year.

2. QUESTION TIME

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

3. APOLOGIES FOR ABSENCE:

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

4. MEMBER'S DECLARATIONS OF INTEREST:

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

5. MINUTES

To agree the minutes of the meeting held on 14th February 2018

(attached page 3)

6. BUSINESS OF THE MEETING

To consider various matters related to the Centre

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

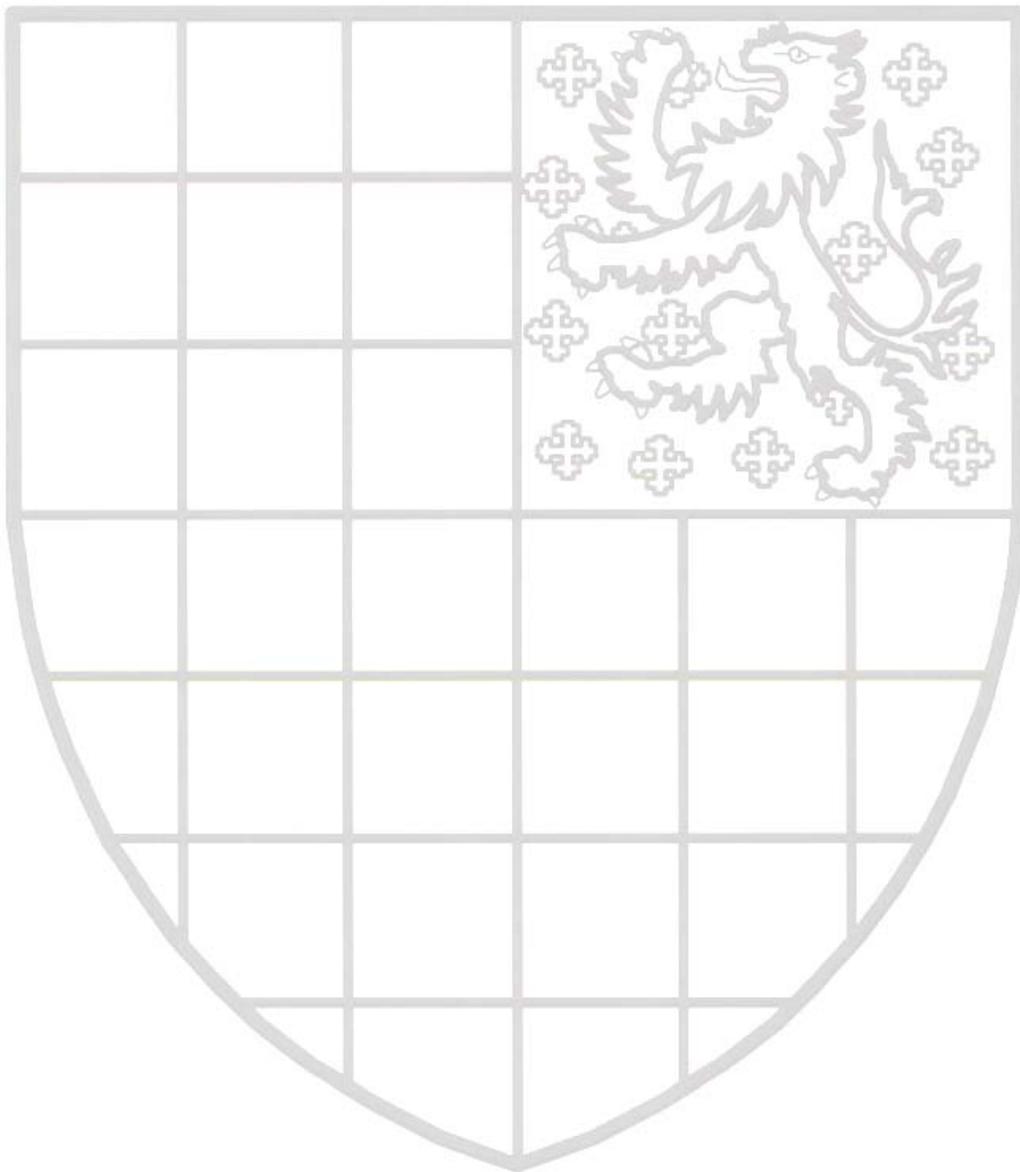
PUBLIC ATTENDANCE: Members of the public have the right, and are welcome, to attend meetings of the Council – questions regarding items of business on the agenda may be heard at the start of each meeting with the Chairman's consent, subject to time available. Questions or requests to address the Council should, whenever possible, be submitted in writing to the Town Clerk at least 24 hours in advance. For more information on how to ask questions, please contact the Town Clerk.

General questions about the work of the Council can be raised at our offices between 9am-5pm Mons- Thurs 9am- 4pm on Fridays – when our staff will be pleased to assist.

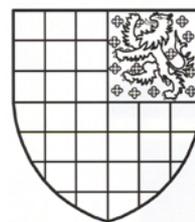
Distribution: Cllrs R Burrows; Catlin (S Wischhusen); M Chartier; M Milner; R Murray; S Murray; C Renton

Copies for information: All councillors

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MINUTES

of the meeting of the **All Saints Centre (ASC) Steering Group** held on **Wednesday 14th February 2018**, in the **Council Chamber, Town Hall, Lewes** at **11:00am**.

PRESENT Cllrs Catlin (Wischhusen) (*Chairman*); Chartier; Milner; Murray (S); R O’Keeffe. Also (*not appointed to Steering Group*) Cllr Baah.

In attendance: S Brigden (*Town Clerk [TC]*) Ms L Zeyfert (*Manager ASC*).

ASCSG2017/09 **QUESTIONS:** There were none.

ASCSG2017/10 **APOLOGIES for ABSENCE:**
No message had been received from Cllr Burrows.

ASCSG2017/11 **DECLARATIONS OF INTEREST:** There were none

ASCSG2017/12 **MINUTES:** The minutes of the meeting held on 9th August 2017 were received and signed as a correct record.

ASCSG2017/13 **BUSINESS OF THE MEETING:**

The meeting had been preceded by a site-visit to the ASC, attended by Cllrs Catlin, Chartier, and Murray.

1 *Film@AllSaints (F@AS):* Performance statistics were presented for the season from September 2017 to February 2018. This was the sixth season and analysis of the ‘performance’ of each film title was provided. Screenings had been reduced in frequency to allow for the presence in town of The Depot. Fifteen films had been shown over 16 screenings. The season to date had yielded an operating loss of £1,512 although over the previous five years the operation had achieved an overall surplus of £5,717. There followed some discussion as to the best course of action, and it was understood that continuing losses could ultimately erode, cancel, or exceed the aggregate surplus. Two further films were already booked and publicized to be screened in early March, which were expected to be popular, but it was agreed that further film screenings should focus upon themed topics and run only two or three times per year. It was agreed that this would be recommended to Council. There was understood to be a growing national ‘underground’ following for films in 35mm format and the ASC could liaise with the British Film Institute (as it had done recently for the special 35mm presentation of *Dunkirk*), to capitalize on this and obtain skilled projectionists to operate the Council’s 35mm projector for special event weekends.

2 *Demand:* It was recognized that the demand for weekend availability of the Centre for uses which had been effectively blocked due to regular cinema screening had already picked-up and bookings were in place for choirs; opera; live music events and solo performers; weekend use by Musicians of All Saints; a Bonfire fundraiser; dance; discotheque; political party fundraiser; a pre-run for an Edinburgh Fringe event, and the Lewes Chamber Music Festival had returned to the Centre. It was noted that these hires would yield income which should offset the current-year loss attributable to Film@All Saints. The new sound and light system was working well, and already 39 bookings to the end of 2018 had paid the premium for use of the advanced features. One user had brought their own ‘old technology’ light system, and Members were advised that it was wise to retain useable old equipment as it offered a unique character which was still desirable for certain occasions.

3 *General matters:* Members reviewed an analysis of all operating and hired hours dating from the Council’s first employment of staff for the Centre. This

showed the increase in hired hours across 12 years, and the effect of key events. There followed a lengthy discussion regarding the theoretical maximum hours that might be taken by hirers (with intervening periods for cleaning, set-up and arrangement of seating/equipment *etc*), and it was acknowledged that there were only a few short 'gaps' in any week which could, practically, be promoted. Members undertook to bring suggestions to the next meeting, for appropriate events which might reduce vacant hours, as they were interested to investigate further. In terms of income and cost, it was not straightforward to make year-on-year comparisons, and there was a discussion on the philosophy of subsidized community facilities and appropriate levels of support. It was suggested that the audit panel might look at details, but accepted that the overall budget for the Centre was subjected to the same level of scrutiny that all services endured as a fundamental aspect of the annual budgeting process and subsequent routine oversight. A question arose as to the corporate overheads absorbed by the ASC, and TC explained the principles of time/cost apportionment across the Council's services, which was a fundamental first-step in the annual budget process.

Members were pleased to learn that the Toy Library, which the Council had taken-over in late 2016, was thriving and regularly attracted new users. There was a diverse range of users and many children were accompanied by grandparents. There were around 40 regular attendees and a steady number of casual users. Popularity of toys constantly varied, and was kept under review in consultation with parents.

ASCSG2017/14

RECOMMENDATIONS/CONCLUSIONS:

Members thanked the ASC staff for their assistance in providing a tour of the facility.

All Councillors were encouraged to familiarize themselves with the Centre, and to support events held there. All were welcome to visit (although appointments were necessary to avoid conflict with hirers) to familiarize themselves with its operation.

It was agreed to recommend to Council that it should note these minutes and approve the approach taken by the Steering Group as described above.

ASCSG2017/15

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

The meeting closed at 12:30pm