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**LEWES
TOWN
COUNCIL**

To: Cllrs R Burrows; S Catlin; J Herbert; M Milner; R O'Keeffe; R Waring

A Meeting of the **All Saints Steering Group** will be held on **Thursday 19th September 2019**, in the **Main Hall, All Saints Centre**, Lewes at **11:00am** which you are summoned to attend.

S Brigden, Town Clerk
30th August 2019

AGENDA

There will be a short inspection of the Centre before the meeting opens, to familiarize Members with details.

1. ELECTION of CHAIRMAN

To elect a Chairman for the Steering Group for the 2019/20 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 19th March 2019

(overleaf)

6. REMIT of the STEERING GROUP

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

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.

7. 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.

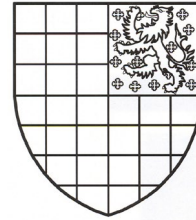
Distribution: Cllrs R Burrows; S Catlin; J Herbert; M Milner; R O'Keeffe; R Waring

Copies for information: All councillors

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**LEWES
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MINUTES

of the meeting of the **All Saints Centre (ASC) Steering Group** held on **Tuesday 19th March 2019**, in the **Yarrow Room, Town Hall, Lewes at 3:00pm.**

PRESENT Cllrs Burrows; Catlin (Wischhusen) (*Chairman*); Chartier; Murray (S).

In attendance: S Brigden (*Town Clerk [TC]*).

ASCSG2018/09 **QUESTIONS:** There were none.

ASCSG2018/10 **APOLOGIES for ABSENCE:** Apologies had been received from Cllr Milner, who was working, and Cllr R Murray, who had a teaching commitment. No message had been received from Cllr Renton.

ASCSG2018/11 **DECLARATIONS OF INTEREST:** There were none

ASCSG2018/12 **MINUTES:** The minutes of the meeting held on 25th October 2018 were received and signed as a correct record.

ASCSG2018/13 **BUSINESS OF THE MEETING:**

Members present had attended during the Open Day held at the Centre the previous Saturday, and discussed their experience. Few Councillors had supported the event, and there had been no visitors from the theatre/events sector which had been the intended focus. It was acknowledged that the Centre was operating at near-capacity and that opportunity for extended productions or events was limited, although bookings could have been accommodated in the longer-term. The ASC Manager intended to hold a 'general public' open day in the Autumn and the Centre remained as popular as ever with regular hirers and enjoyed a steady stream of new and occasional bookings. It was generally perceived as well used and well-run. There followed a general discussion about publicity, including use of the window at the Tourist Information Centre, and various 'domestic' matters related to the Centre.

Members noted that the Chairman, Cllr Catlin, had been invited to sit-in on interviews, the following week, of candidates for the Venue Assistant vacancy.

ASCSG2018/14 There being no other business, the Chairman declared the meeting closed and thanked everyone for their contribution. *The meeting closed at 3:55pm*

Signed

dated