

## **ACSC Report to Aldingbourne Parish Council.**

Meeting held on Monday 13<sup>th</sup> May 2019. There were only five members of the user groups in attendance, Hopskotch, Rifle Club, Model Car Club, Social Club and Bowls Club, myself as Parish Trustee, the Chairman, Vice-Chairman who is also Trustee for the Railway club, Secretary and Treasurer.

I won't go through every item on the agenda, but the usual items, reports were brief, and the Treasurers report showed that the Reserve Fund of £10,000.00 is still in place. Working capital has diminished obviously by carrying out Fire Risk works, not being implemented by the Parish budget allocated to me. Debtors are in the region of £1800.00, Creditors at £2078.00. Petty cash held at present is high as there has been an upsurge in bookings and deposits come in cash. Bookings are looking strong for this year and are even being taken for next year.

The Social Club are taking part in the Spirit FM, Sunday morning competition called the Battle of the Boozers and have reached the final, which takes place this Sunday around noon. This programme has contributed immensely to promoting the profile of the ACSC as each week they appear the facilities are given good airtime to tell the public of the facilities. A local group performed last Saturday, and it brought in some new people who expressed interest in the facilities. Both of these events have raised the profile of ACSC. More work for marketing is being worked on.

Attached is a statement I used at last night's meeting to push the user groups to action their obligations under the Fire Risk Assessment, which then prompted the Rifle Club to state that they are well on with their assessment and will be providing documentation/certificates to support their work to myself and Jacqui by the end of the month, in time for the June meeting. The Railway Club then reported that they were also implementing their works and would be doing the same for the next meeting. A note from Dennis of Barnham Trojans stated that they have also commenced their actions.

Although a Trustee from the Bowls Club was present there was no comment from them on where they are with their actions and the Tennis Club were not present, but no information has been received from them, although a letter was sent out by the Treasurer prior to the meeting requesting updates.

At this point I reiterated that the Fire Risk works were mandatory and are required to be done and also the other groups who only use the building should also have Safety Policies, Risk Assessments etc and at this point appropriate literature was handed out to all present by Jacqui to assist. I also, said as I have on many occasions, that I am available to assist with advice and help where required.

Referring to the budget from the PC (£15,000.00), I stated that the Fire Alarm system has now been completed and is operational. The setting up of regular tests, key holders and monitoring will be in place shortly. This has been at a cost of £9000.00, leaving a balance of £6000.00. I will be placing an order with an Electrical company for the testing of all Distribution boards in the main building,

which will determine any faults and future works required and will clearly identify the status of all emergency lighting, which will require refurbishment or replacement. I will then produce a Specification for that works together with the additional emergency lighting required under the assessment. The intention is to carry out the electrical testing during the half term week when not occupied, commencing on Tuesday 28<sup>th</sup> May 2019.

A Specification of works to provide Fire doors were required has been compiled and sent out to two companies for quotation and a further company will be sought. I am endeavouring to complete the electrical and fire door works within the budgeted monies remaining.

The exercise is taking some time as it requires work to produce specifications that enables all companies to price on a level playing field, to seek out as far as it is possible, local labour, obtain costs, determine the best price and value for money and to place orders via the Clerk. I am also trying to ensure that the Clerk is copied into all the correspondence, so she is aware of my actions.

The conversion process to a CIO status has commenced with a conference between the Chairman, the Treasurer and a representative from AiRs. Grant funding is being sought to pay for the conversion as it has been estimated by AiRs that it could cost between £4000.00 to £5000.00. This may mean that it will not be achieved in the space of weeks but more like some months. A timeline will be produced to achieve it.

A business Plan is also in the process of being produced and will be submitted to the next meeting for ratification and will be implemented and updated as required.

The review of all rents and charges to groups and hirers is being undertaken and a meeting of the Finance Committee will be held before the end of the month to agree them and present them at the next meeting and to be implemented forthwith.

A problem has arisen with a part of the drainage system which will be investigated by camera to ascertain the implications.

In conclusion, the ACSC has now embraced the idea of the COI status and that is proceeding, a Business Plan will be forthcoming shortly, Marketing is being actively looked at and how to promote the Centre and the Fire Risk works generally is progressing well with the exception of a couple of user groups. With reference to the Groups that have not actioned their commitments, I will agree with JS an appropriate letter to be sent to insist that they carry out their duties and to arrange a meeting with us to assist in completing them without delay. If we do not get the necessary action then other means may have to be considered.

I believe that my and our thanks need to be recorded for the immense time and effort that Jacqui Sopp has put into pushing the recommendations of the Fire inspections and putting together the appropriate documentation/certification for the Centre and acting without portfolio as a person responsible for the Facilities

and providing a professional approach to achieve the results required. Also, in her work in moving towards marketing the Centre.

Originator: Cllr. Michael Warden.

Date: 14<sup>th</sup> May 2019.