**DRAFT Minutes of the Community House Sub-Committee held in the Anzac Room, Community House on Monday 20th November at 7.30pm**

**Present:** Cllr Griffiths (Sub-Committee Chair), Cllr Seabrook (Chair of Council), Cllr Donovan, Cllr Gallagher, and Cllr Veck. Councillor Campbell was also present although not a member of the Committee.

**Officers:** Zoe Malone (RFO) and Emma Tingley (Locum Administration Officer)

1. **CH028 CHAIRS ANNOUNCEMENTS:**
2. Cllr Griffiths welcomed all to the meeting and reminded those present of fire procedures and asked that phones be put onto silent.
3. Bingo would be held at the Community House on Wednesday 22nd November at 2pm and Film Club at 7.30pm.
4. Tickets were still available for the Peacehaven Players Pantomime.
5. **CH029 PUBLIC QUESTIONS:**

There were no public questions.

1. **CH030 TO CONSIDER APOLOOGES FOR ABSENCE & SUBSTITUTIONS:**

Apologies were received from Cllr Davies and Cllr Cheta.

Cllr Gallagher was substituting for Cllr Davies.

1. **CH031 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS:**

There were no declarations of interest.

1. **CHO32 TO ADOPT THE SUB-COMMITTEE’S MINUTES OF 16th OCTOBER 2023:**

Proposed by: Cllr Donovan Seconded by: Cllr Veck

The minutes were **approved** and signed as an accurate record.

1. **CH033 TO REVIEW AND UPDATE THE SUB-COMMITTEE ACTION PLAN:**

The Chair informed the Committee that item 4 had been completed on the action plan, therefore the plan would be updated.

A query was raised regarding item 3 in the plan ‘Climate change survey commissioned in due course.’ It was proposed that the wording be amended to read ‘Climate change survey **to be** commissioned in due course’.

Item 2 was an agenda item that will be discussed at an Extraordinary Meeting of the Full Council on 23rd November 2023.

It was agreed that the Review and Update for the Sub-Committee Action Plan be noted.

1. **CH034 TO RECEIVE AN UPDATE ON THE AGREED CARBON SURVEY FOR COMMUNITY HOUSE**

The Committee considered a report regarding a Carbon Survey for Community House. There is up to £5000 in EMR for this survey. The Town Clerk had recently obtained 3 quotes for the survey to be carried out.

 The Sub-Committee **noted** the report.

1. **CH035 TO AGREE FLOORING SPECIFICATION FOR THE NEW LOBBY AREA**

This item had been discussed with the Caretakers regarding colours and safety issues for the flooring specification. It had been suggested that a pewter grey heavy duty non-slip vinyl be used, with a nuway grid barrier mat at the entrance.

Proposed by: Cllr Veck Seconded by Cllr Seabrook

The Committee **resolved** to **agree** to this proposal.

1. **CH036 TO DISCUSS INTERNAL IMPROVEMENTS TO COMMUNITY HOUSE**

The Committee discussed the use of Community House and the use of the centre by hirers. The Committee discussed that this would need to be properly consulted on.

It was proposed that the Committee take into consideration, in all plans, the findings of the condition survey, to consult with community groups, residents, and employees about creating plans through a series of workshops which will result in the development of a 10-year costed plan for Community House, and that a report is taken to the Policy & Finance Committee on 31st March 2024.

Proposed by: Cllr Seabrook Seconded by Cllr Veck

The Committee **resolved** to **agree** to this proposal by majority vote.

1. **CH037 DATE OF NEXT MEETING TO BE AGREED**

The next meeting of the Community House Sub Committee would be held on 13th December 2023.

1. **CH038 OWING TO THE NATURE OF THE BUSINESS TO BE TRANSACTED THE PRESS AND PUBLIC BE EXCLUDED FROM THIS MEETING:**

Proposed by: Cllr Veck Seconded by: Cllr Seabrook

1. **CH038 CONFIDENTIAL REPORT ON THE MERIDIAN CENTRE**

The Sub-Committee received the report from the RFO and **noted** the update.

1. **CH039 TO DISCUSS THE COMMUNITY HOUSE BUILDING:**

The Sub-Committee received the report from the RFO and **noted** the update.

*There being no further business, the meeting closed at 20:37.*