

**STEYNING CENTRE COMMITTEE MEETING  
AT THE STEYNING CENTRE  
TUESDAY 25<sup>TH</sup> NOVEMBER 2014 AT 7.30PM**

**Present:** Cllrs Toms, Bowell, Staines, Hopkinson, Marshall, and Deputy Clerk, Hazel Roxby.

**Members of the public:** none

**Clerk:** Rebecca Luckin

**QUESTIONS FROM THE FLOOR** – there were none.

**MINUTES**

- 1. Election of Chair**  
Cllr Bowell **proposed, seconded** by Cllr Staines that Cllr Toms be elected as Chairman of the Steyning Centre Committee. **Agreed.**
- 2. Election of Vice-Chair**  
Cllr Toms **proposed, seconded** by Cllr Marshall that Cllr Staines be elected as Vice- Chairman of the Steyning Centre Committee. **Agreed.**
- 3. Apologies for absence** – apologies were received and accepted from Cllrs Lloyd and Trundle.
- 4. Declarations** – there were none.
- 5. Minutes of the previous meeting** had been agreed at F&C 4<sup>th</sup> November, prior to the Steyning Centre Group being restructured as a committee.
- 6. Matters arising and Actions** – the Clerk reported that:
  - 6.1** Protective goggles, gauntlets and aprons had been provided for caretakers when using high strength cleaning products. Clerks will obtain quotes for replacing the urinals and included provision in the next budget. Further cleaning will take place in the gent's toilets, in order to reduce the odour.
  - 6.2** The Caretaker's COSHH file had been updated. Further guidance on safe working practices had been provided and caretakers have been asked to sign and confirm that they have read the guidance. At the next F&C Committee meeting, Councillors will be considering a Health & Safety Policy that covers safe working practices for staff. The Chair, Clerk and Caretakers will shortly be undertaking a Caretaker's Risk Assessment.
  - 6.3** Regarding small electrical works identified in the annual inspection, one quote has been obtained - £690+VAT. Cllr Toms will look into supplies. Councillors noted that it has not been possible to obtain three quotes. Contractors are unwilling to take on minor works in a large, commercial building. Clerks will try to obtain further quotes.
  - 6.4** Sanding and re-sealing of the hall floor will take place w/c 17<sup>th</sup> August 2015.
  - 6.5** The microphone has been replaced and aerials adjusted, with positive feedback from users.

- 6.6 The microphone supplier has highlighted that a Chanel 38 licence (Telegraphy Act) is required at a cost of £85 per annum. Clerks will investigate and report back to next meeting.
7. **Steining Centre** – the Deputy Clerk reported that:
- 7.1 The hire costs were held at 2014-15 rates for 2015 / 16. Prices for 2016 / 17 were considered. A proposal and comparisons for other halls were circulated to committee members. Councillors agreed that the rooms were well booked and that the Parish Council had a business to run, with high maintenance costs. Cllr Toms **proposed, seconded** by Cllr Staines that the hall hire charge be increased by 3% for 2016 / 17, with some figures rounded up. Storage cupboards will no longer be subsidised, raising the cost to £50 per annum. **Agreed.** The Chair and Clerk will draft a business plan and seek grants for works.
- 7.2 Cllr Hopkinson noted that the Visitor & Tourism Group had highlighted that the Centre could be renamed the Steining Community Centre. Clerks will consider the costs and implications.
8. **Deputy Clerk's Report** on the Steining Centre:
- 8.1 Profit from 5<sup>th</sup> November film evening was £271.69 with 138 tickets sold. Jersey Boys will be shown on 7<sup>th</sup> January 2015 at 7.30pm. Profit from wine sales will be used to purchase glasses. The hall is not available in May, but Councillors agreed to offer a film night throughout the year.
- 8.2 Profit from the Table Top Sale was £20.34, with 23 tables, 7 of which were free (recompense for those who attended the first sale which was not as busy as anticipated).
- 8.3 The water boiler had been fitted in Coombe Court kitchen, with good feedback from users.
- 8.4 The agreed work to the gas cooker and extractor fan will commence 1<sup>st</sup> December.
- 8.5 A replacement Dorgard, fire door holder has been fitted.
- 8.6 There has been a letter and many positive comments regarding the helpfulness and efficiency of one Caretaker in particular.
9. **Financial items**
- 9.1 Councillors received the Income & Expenditure Report for October 2014. The Clerk advised that expenditure under code 4406 (Cleaning and consumables) was currently above budget. Dishwasher solutions and chemical treatment for blocked urinals had been higher than anticipated. Caretakers have been asked to be mindful of consumables that are being used. Two items had been incorrectly coded and will be journalled in time for November's Financial Report. Expenditure under code 4401 (Trade waste) was at 96.9% of the budget, but payments have been made in advance and no further expenditure will be made under this code for 2014 / 15. Expenditure under code 4252 (Electricity) and code 4253 (Water) was higher than anticipated. Caretakers are asked to be mindful of usage and the budget for 2015 / 16 has been increased. Expenditure under code 4254 (Rates) was above budget, since there would be only 10 payments in 12 months. The Clerk will contact RBS regarding profiling of expenditure. Cllr Toms **proposed, seconded** by Cllr Staines that the Income & Expenditure Account for October be approved. **Agreed.**
- 9.2 Councillors received the draft budget for 2015 / 16, with an increase allowed for the cost of consumables, electricity, water and rates. The Clerk had received notice of a 2.2% pay award for local government works, which will apply to caretaking staff. Subject to agreement by the F&C Committee, the increase will be added to the budget for 2015 / 16. Income for film nights was revised. The Clerk confirmed that an inspection of the Steining Centre will take place shortly, with a view to drafting a five year maintenance plan.

- 9.3 Cllr Toms had undertaken research regarding the purchase of a steam cleaner for the Steyning Centre. The best value for money had been found in a Karcher model for £169.00 (inc VAT). There are funds in the Repairs and renewals budget to meet the costs. Cllr Toms **proposed, seconded** by Cllr Bowell that the steam cleaner be purchased. **Agreed.**
- 9.4 Two replacement tables were required for the Steyning Centre. There are funds in the Repairs and Renewals budget to meet the costs. Cllr Toms **proposed, seconded** by Cllr Bowell that tables be purchased. **Agreed.**
- 9.5 Following a report that there was a build-up of sediment in the cold water storage tank, a quote had been received for cleaning of the cold tank at £249+VAT. There are funds in the Repairs and Renewals budget to meet the costs. The Clerks agreed to investigate further and report back to Committee.
- 9.6 Councillors considered the replacement of a hand dryer in Gents lavatory. There are funds in the Repairs and Renewals budget to meet the costs. Cllr Toms **proposed, seconded** by Cllr Hopkinson to purchase a unit for £150+VAT **Agreed.**
- 9.7 **Urgent item** – the Clerk reported that a side fence post had rotted and fallen away and was no longer providing a secure area for play school children. Two quotes have been received for £205+VAT. Cllr Toms **proposed, seconded** by Cllr Bowell that the work be undertaken by the contractor who could do it soonest. **Agreed.**
10. **Correspondence** – none for this meeting.
11. **Community Infrastructure Levy** – none for this meeting.
12. **Business performance**
- 12.1 The Deputy Clerk provided a business performance report for the Steyning Centre. The hours were up for October this year compared to last year and the balance was also up and the highest since 2009/10
- 12.2 Drinks Machine expenditure to date - £878.14, income - £1,143.27, which equates to 11p profit per cup profit.
- 12.3 Website – one request via the website this month and a booking was made for a concert. There have been 386 hits on the Steyning Centre Website since 21<sup>st</sup> October.
- 12.4 Solar Panels – total income - £3,496.10. There are no outstanding invoices. The next reading is due on 1<sup>st</sup> December
13. **Date of the next meeting** – Tuesday 27<sup>th</sup> January 2015.

The meeting closed at 21.19pm

Signed: ..... Date: 27<sup>th</sup> January 2015.  
Chairman

**Actions 25.11.14**

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- 6.3 Regarding small electrical works identified in the annual inspection, one quote has been obtained - £690+VAT. Cllr Toms will look into supplies. Councillors noted that it has not been possible to obtain three quotes. Contractors are unwilling to take on minor works in a large, commercial building. **Clerks** will try to obtain further quotes
- 6.6 The microphone supplier has highlighted that a Chanel 38 licence (Telegraphy Act) is required at a cost of £85 per annum. **Clerks** will investigate and report back to next meeting.
- 7.1 The **Chair and Clerk** will draft a business plan and look to seek grants for works.
- 9.2 The **Clerk** confirmed that an inspection of the Steyning Centre will take place shortly, with a view to drafting a five year maintenance plan.
- 7.2 Cllr Hopkinson noted that the Visitor & Tourism Group had highlighted that the Centre could be renamed the Steyning Community Centre. **Clerks** will consider the costs and implications.
- 9.1 The **Clerk** will contact RBS regarding the profiling of expenditure.
- 9.3 steam cleaner be purchased.
- 9.4 tables be purchased.
- 9.5 build-up of sediment in the cold water storage tank - **Clerks** agreed to investigate further and report back to Committee.