

**STEYNING CENTRE COMMITTEE MEETING
THE STEYNING CENTRE
TUESDAY 27th JANUARY 2015 AT 7.30PM**

Present: Cllrs Toms, Staines, Bowell, Marshall and Lloyd.

Members of the public: there were none.

Clerk: Rebecca Luckin

QUESTIONS FROM THE FLOOR – none for this meeting.

MINUTES

1. Apologies for absence – Apologies were received and accepted from Cllr Hopkinson.

2. Declarations of interest – none for this meeting.

3. Minutes of the previous meeting

Cllr Toms **proposed, seconded** by Cllr Bowell that the minutes of the meeting of 25th November 2014 be accepted as a true record and duly signed. **Agreed.**

4. Matters arising and Actions – the Clerk reported that:

4.1 Following health & safety advice, the cold water tank had been emptied and cleaned and will be added to the list of annual tasks.

4.2 The flat roof and gutters have been cleared of moss and leaves. The roof will be inspected.

4.3 Skylights have been cleaned.

4.4 All kitchens and toilets have been steam cleaned and will be repeat cleaned on a monthly basis.

4.5 A Chanel 38 Licence has been purchased at a cost of £155 for two years.

4.6 A new hand dryer has been fitted in the gent's toilet.

4.7 Works that were not included in the Warmzone boiler quote, but have been essential to the smooth running of the heating system, have now been completed.

4.8 Advice on the safe use and inspection of ladders, had been sought from the Ladder Association, who confirm that the Caretaker should undertake an annual inspection. Task has been added to the annual list.

4.9 The Clerk has completed an initial draft of a Steyning Parish Council Business Plan that will focus on Parish Council assets, liabilities and responsibilities.

4.10 An ash disposal bin has been provided outside the Steyning Centre.

5. Deputy Clerk's Report and Steyning Centre update – The Deputy Clerk reported that:

5.1 Light shades/globes in the inside and outside toilets and coombe court have been cleaned.

5.2 Scrap metal had been reduced to manageable sizes ready for the scrap yard.

5.3 Solar panels have been cleaned.

- 5.4** Automatic doors have been serviced at a cost of £96.00. 'Keep Clear' door signs and a replacement door guard are required, work for this is on order.
- 5.5** The Steyning Centre has been offered 50 second hand cups and saucers. Councillors agreed to offer a maximum of £15.
- 5.6** The January Film Night was a huge success with 179 tickets sold, providing an income of £895.00, of which £418.24 was profit. Wine takings were £75.50.
Cllr Lloyd proposed that spacers could be provided on the end seat of every row. At the next Full Council meeting, Councillors will be invited to put themselves forward for a Film Night rota.
- 5.7** Cost of hiring a cherry picker for high level cleaning in coombe court and for gutter work would be £180 for 2 days. Cllr Lloyd **proposed, seconded** by Cllr Howell agreed, subject to funds being available, risk assessment completion and staff training. **Agreed.**
- 5.8** The HDC Premises Licence is due for renewal in May, at a cost of £37.00.
- 5.9** Cllr Toms proposed, seconded by Cllr Staines that five fire notice frames should be purchased at a cost of £70.
- 5.10** A deposit of £100.00 has been refunded, in accordance with our booking terms and conditions, for a cancellation of a booking.
- 5.11** Quotes to replace pipes in Gents toilets:
1) £360 plus+VAT
2) £295+VAT.
Cllr Lloyd **proposed, seconded** by Cllr Howell that the works be funded from the profits of future film evenings. **Agreed.**
- 5.12** Cllr **proposed, seconded** by Cllr Howell that the photocopier be replaced, with a minimal increase in the contract cost. **Agreed.**

6. Business performance – The Deputy Clerk advised that:

6.1 Monthly business report

The hours of hire for November and December were both the same as last year's hours. The balance for both months was down slightly. The reason for the lower balance in November was that it was a five week month. December was lower due to the lump sum payment that each caretaker received. Unbudgeted additional costs.

6.2 Drinks Machine

Expenditure to date: £878.14. Income to date: £1,184.37, which represents 11p per cup profit.

6.3 Website

Two enquiries in the last period.

6.4 A WSCC Mental Health Team are considering hiring rooms on a regular basis.

7. Financial items

7.1 Income & Expenditure Reports for November and December 2014.

Cllr Lloyd **proposed, seconded** by Cllr Marshall that I&E reports be accepted. **Agreed.**

7.2 Quotes for improved signage at the Steyning Centre:

1) Acrylic letter X 23 - £127.65+VAT plus fitting.

2) Storrington Sign Shop – Replacement dibond signs X 4, supply and fit - £420+VAT.

Cllr Lloyd **proposed, seconded** by Cllr Marshall that the **Clerk and Chair be delegated** to review the budget, prioritise requirements and circulate proposals to Committee members, prior to placing orders for works, products or services. **Agreed.**

7.3 Quotes to replace Emergency Exit lighting:

1) SCES Ltd 15 X LED Exit signs - £600+VAT

2) Appleyard Electrics LED replacement emergency lighting - £592+VAT.

Cllr Lloyd **proposed, seconded** by Cllr Marshall that the **Clerk and Chair be delegated** to review the budget, prioritise requirements and circulate proposals to Committee members, prior to placing orders for works, products or services. **Agreed.**

7.4 Quote to supply and fit water savers to men’s toilets.

SK Services - £588+VAT.

Cllr Lloyd **proposed, seconded** by Cllr Marshall that the **Clerk and Chair be delegated** to review the budget, prioritise requirements and circulate proposals to Committee members, prior to placing orders for works, products or services. **Agreed.**

7.5 Quote to supply and fit water saver taps to single toilets.

SK Services - £189+VAT.

Cllr Lloyd **proposed, seconded** by Cllr Marshall that the **Clerk and Chair be delegated** to review the budget, prioritise requirements and circulate proposals to Committee members, prior to placing orders for works, products or services. **Agreed.**

8. Steyning Centre Maintenance Programme – the Chair, Clerks and Caretakers had drafted a Steyning Centre Maintenance Plan, circulated to Councillors prior to the meeting. The Clerk confirmed that Staff and Councillors are now using the programme to prioritise works and budget for the future. Eight hours per week had been budgeted for maintenance at the Steyning Centre, High Street toilets, changing rooms and play areas, if required in 2015/16.

9. Correspondence – none received for this meeting.

10. Community Infrastructure Levy – none for this meeting.

11. Date of the next meeting – Tuesday 17th March 2015.

The meeting closed at 20.47pm

Signed: Date: 17th March 2015
Chairman