

**STEYNING CENTRE COMMITTEE MEETING
THE STEYNING CENTRE
TUESDAY 17TH MARCH 2015 AT 7.30PM**

Present: Cllrs Staines, Marshall, and Trundle.

Members of the public: none

Clerk: Rebecca Luckin

Meeting commenced at 19.46pm

DRAFT MINUTES

1. Apologies for absence were received from Cllrs Toms, Hopkinson, Lloyd and Bowell.

2. Declarations of Interest - there were none.

3. Minutes of the previous meeting

Cllr Marshall **proposed, seconded** by Cllr Trundle that the minutes of the meeting of 27th January 2015 be accepted as a true record and duly signed. **Agreed**

4. Matters arising and Actions.

4.1 (5.2) Cllr Toms and Caretaker James have disposed of scrap metal to the value of £9.00, towards the maintenance of the Steyning Centre

4.2 (5.4) The 'Keep Clear' door signs and replacement door guard for the automatic front doors are in place.

4.3 (5.5) An offer of £15.00 was accepted for 50 cups and saucers. An additional 50 glasses have been donated.

4.4 (5.9) Improved fire signage is in place.

4.5 (5.11) Following delegation to the Clerk and Chair to review the remaining budget and agree urgent works, a quote of £295.00 +VAT to replace the pipes back to the soil pipe in Gents toilets has been accepted. Works to commence week beginning 23.03.15.

4.6 (7.3) A quote of £592 +VAT to replace Emergency Exit lighting has been accepted. Work will be carried out on 30th & 31st March.

4.7 (7.4) A quote of £284+VAT to provide water savers to the outside gents has been accepted. Works to commence week beginning 23.03.15.

5. Deputy Clerk's Report and Steyning Centre update

5.1 February (197 tickets) and March (210 tickets sold) film nights were a great success, generating £1,140.56 profit toward the upkeep of the Steyning Centre. The next films voted by the public are The Theory of Everything (20th May) and The Imitation Game (1st July).

Councillors discussed a suggestion to provide a children's Saturday afternoon film showing.

5.2 Cllr Toms has kindly loaned the Centre a power washer which has been used to clean outside areas. Further gutters have been cleared. Lights at the front entrance have been cleaned and brickwork will be power washed. Areas have been cleared and tidied in preparation for a visit by the Fire Officer.

Kitchens and toilets continue to be steam cleaned with ongoing repairs being undertaken by Caretakers. Councillors instructed the Clerk to draft a letter to each Caretaker thanking them for their hard work and helpful attitude.

5.3 ADT has carried out the 6 monthly inspections of the security alarm and fire alarm. An invoice for a service call has been queried and reduced. The current contract with ADT runs until October 2015, alternative quotes will be sought.

5.4 Coombe Court kitchen hot tap was replaced at a cost of £55+VAT.

5.5 The Visitor & Tourism Group has been successful in obtaining a grant for an information carousel to be placed in the Centre foyer.

6. Business performance – graph circulated at the meeting.

6.1 Staffing Matters

An advert is in place, currently three Caretakers are covering the shifts of four.

6.2 Monthly business report

The hours of hire for January and February are consistent with last year's hours. The balance for January was up this year compared to last January and February's was the same as last year.

6.3 Drinks Machine

Drinks machine profit to date = £356.43

6.4 Website

There have been three queries through the website. The hits on the Steyning Centre website for the month are 411, 16.3% of which are new visitors. Further information on courses offered will be placed on the website.

6.5 Solar Panels

Amount received to date - £3,572.76. Dec - March receipt due.

7. Financial items – to receive details of Income & Expenditure for the Steyning Centre and quotes.

7.1 To receive the Income & Expenditure Reports for January and February 2015.

Cllr Marshall **proposed, seconded** by Cllr Staines that the Income & Expenditure Reports be accepted. **Agreed.**

8. Pre-school issues for consideration

8.1 DBS (Disclosure and Barring Service) – Councillors considered whether staff working in the Steyning Centre should be subject to DBS checks, prior to taking up employment with Steyning Parish Council. The Clerk will investigate other providers and report back to the next meeting.

8.2 Councillors considered a request by the pre-school manager that a fence be erected around the pre-school play area, to help children with additional needs identify the boundary of the play area. The Wilson Memorial Trust could be approached for funding.

Cllr Marshall **proposed, seconded** by Cllr Staines that the Committee agreed in principle to the manager drafting a plan and costing, for consideration by the Steyning Centre Committee. **Agreed.**

9. Correspondence – none for this meeting.

10. Community Infrastructure Levy – First floor extension to provide extra committee rooms and office space to be considered.

11. Date of the next meeting – Tuesday 28th April 2015.

Meeting closed at 20.38pm

Signed: Date: 17th March 2015
Chairman

Action list Steyning Centre 17.03.15

5.2 Councillors instructed the **Clerk** to draft a letter to each Caretaker thanking them for their hard work and helpful attitude.

8.1 DBS (Disclosure and Barring Service) – Councillors considered whether staff working in the Steyning Centre should be subject to DBS checks, prior to taking up employment with Steyning Parish Council. The **Clerk** will investigate other providers and report back to the next meeting.

8.2 Councillors considered a request by the pre-school manager that a fence be erected around the pre-school play area, to protect children with special needs. The Wilson Memorial Trust could be approached for funding.
Committee agreed in principle to the **manager drafting a plan and costing, for consideration by the Steyning Centre Committee.**