

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

www.steyningpc.gov.uk
www.thesteyningcentre.co.uk

Telephone: 01903 812042

**STEYNING CENTRE COMMITTEE MEETING
THE STEYNING CENTRE
TUESDAY 15th December 2015 AT 7.55PM**

Present: Cllrs Willett, Northam, Trundle,
and Associate Cllr Toms

Members of the public: None

Clerk: Hazel Roxby

Questions from Floor: None

The meeting was convened at: 7.55pm

MINUTES

SC/15/38. Apologies for absence were received and accepted from Cllrs Picking, Syred, Powell and Lloyd

SC/15/39. Declarations of Interest – None for this meeting

SC/15/40. Minutes of the previous meeting

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

SC/15/41 Matters arising and Actions

- 41.1 - 30.8** Working party, to discuss C of H proposals consult insurers, report back to committee with recommendations, Ongoing
- 41.2- 31.3** The fence proposed by the Playgroup has been erected and feedback has been very favourable. Write to Playgroup to thank them.
- 41.3 - 33.2** Budget proposals Agenda Item.
- 41.4- 33.3** Investigate Dor Guard replacement and costs involved - ADT have done a site visit and will be sending a quote.
- 41.6 - 36** The Clerk forwarded CIL information to Councillors. A wish list has been created over the years. Funding can be applied for but it has to be proven that the whole community would benefit from the project.



Parish Clerk: Rebecca Luckin
Deputy Clerk: Hazel Roxby

Email: spcclerk@btconnect.com
Email: steyningcentre@btconnect.com

SC/15/42. Deputy Clerk’s Report and Steyning Centre update

- 42.1 The number of tickets sold for the November film were 76 giving a net profit of £63.09, the lowest since the film nights started in September 2014 . There was a profit of £17.00 made on wine sales. The January film will be advertised in Your Steyning, on the parish council website and on the High Street noticeboard.
- 42.2 A Fire risk assessment blank form has been received from the Fire Officer at West Sussex Fire and Rescue Service. Roger Toms, James and the Deputy Clerk will fill this in and report to the committee at the next meeting. The Fire Officer has confirmed he will being carry out an assessment in 2016.
- 42.3 A routine inspection of the Security Alarm is due to be carried out by ADT on 4th January .

SC/15/43 Business Performance -

- 43.1 The hours of hire for October and November are slightly up this year compared to last year. The income for October slightly down but the income in November was up. There were a lot of all weekend activities during November, 2 art events, a Christmas fair, 2 concerts, a holistic fair , a yoga works shop and a barn dance.
- 43.2 There have been 0 queries via the website since the last meeting.

SC/15/44. Financial items

- 44.1 Councillors received the Income & Expenditure Report for October and November 2015. Cllr Willett **proposed, seconded** by Cllr Northam that the reports be accepted. **Agreed**
- 44.2 Budget Discussion - Caretakers salary increase and 2 extra maintenance hours have been included in the budget for next year. It was noted that the roof is possibly going to require repairs or replacing in the next few years and therefore a reserve for this should be created. It was **proposed by** Cllr Willett, **seconded by** Cllr Northam that 3 quotes be obtained for a roof survey and reported back to the next meeting to enable a plan for a reserve to be created in the 2017-18 budget. **Agreed**
- 44.3 A proposal for hall hire price increase for 2017 – 18 was circulated to committee members. Cllrs discussed the options given, Cllr Willett **proposed, seconded** by Cllr Northam a 3% increase in prices for 2017-18. **Agreed** Cllr Northam will look at the booking software with the Deputy Clerk to see if there is a way of giving clearer reports on usage and percentage of hours booked.

SC/15/45. Correspondence

- 45.1. Letter of complaint received and reply sent - copied to all committee members
- 45.2 Email of thanks received- circulated to committee members.
- 45.3 It was queried if the Steyning Centre could have recycling bins for bottle and cardboard etc. It has been investigated with HDC but costs a considerable amount to have the bins as it is classed as trade waste. A notice will be put up asking customers to take recyclable rubbish home if possible.

SC/15/46. Community Infrastructure Levy – None for this meeting

SC/15/47. Date of the next meeting – 7.45pm Tuesday 5th January 2016.

The meeting closed at 8.50pm

Signed: Date: 15th December 2015.
Chairman



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Email:spcclerk@btconnect.com
Email: steyningcentre@btconnect.com

Actions

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| 41.1 Convene working party to discuss Conditions of Hire and report back to next meeting | Cllrs SN/RT/TL |
| 41.2 Write to Playgroup re fence | D/Clerk |
| 41.3 Chase ADT for quotes | D/Clerk |
| 44.2 Get quotes for a roof survey | D/Clerk |
| 44.3 Review at bookings software | Cllr Northam |
| 45.3 Notice for back door for recycling | Deputy Clerk |



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