

Steyning Parish Council



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STEYNING CENTRE COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 16th February 2016 AT 7.45PM

Present: Cllrs Willett, Northam , Picking, Syred, and Lloyd
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/15/48. Apologies for absence were received and accepted from Cllrs Trundle & Bowell

SC/15/49. Declarations of Interest – None for this meeting

SC/15/50. Minutes of the previous meeting

Cllr Willett **proposed, seconded** by Cllr Northam that the minutes of the meeting of 15th December 2015 be accepted as a true record and duly signed. **Agreed**

SC/15/51 Matters arising and Actions

51.1- 41.1 Convene working party to discuss Conditions of Hire and report back to next meeting **Cllrs SN/RT/TL**

51.2- 41.2 A Letter has been written to Playgroup thanking them for the good work on the new fences.

51.3 - 41.3 ADT quotes - Agenda Item

51.4 - 44.2 Get quotes for a roof survey – Agenda Item

51.5 - 4.3 Review bookings software - Arranged for 19th February 10.30

51.6 - 45.3 The notice for back door for information on recycling has been put up.

SC/15/52. Deputy Clerk's Report and Steyning Centre update

52.1 Repairs to leaking toilet in the corridor have been carried out by the plumber. It was queried whether Home Service would cover commercial buildings as it may work out cheaper to have a contract for service on plumbing and heating etc. Cllr Syred to investigate this option. The Deputy Clerk was asked to investigate the expenditure on plumbing for the year.



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- 52.2 The floor in Coombe Court became extremely slippery following an event over the Christmas/ New Year period Smartwood Flooring were consulted and have resolved the problem.
- 52.3 The Fire Risk Assessment was sent out to committee members with the agenda. It was noted the it is still a working document. The Deputy Clerk, Caretaker James and associate member Roger Toms will update the document regularly. It was noted that quarterly fire drills with customers should be carried out.
- 52.4 The annual service of the of the Automatic entrance Doors has been carried out with no problems to report. The 6 monthly routine services of the Fire and Security System has been carried out, there were no problems reported.

SC/15/53 Business Performance –

- 53.1 The number of tickets sold for the January film, Suffragette, were 190 giving a net profit of £ 453.20. There was a profit of £26.00 made on wine sales. The total profit so far with wine sales is £364.55. There are 6 bottles of wine in stock (expenditure of £33.96). The March film is a walk in the woods. The Committee discussed moving the film night for June due to a clash with the Steyning Festival. As there is no other evening available it was agreed that the film night will remain on 1st June as advertised. The Deputy Clerk was asked to liaise with Southern Cinema Services regarding a December Film Night.
- 53.2 The hours of hire for December were down compared to last December the income was also down. The hours of hire for January were exactly the same as last January however the income was down. This is due to more bookings during the weekdays and very few during the weekends.
- 53.2 There have been 4 queries via the website since the last meeting 2 bookings were made.

SC/15/54. Financial items

- 54.1 Councillors received the Income & Expenditure Report for January 2016. Cllr Willett **proposed, seconded** by Cllr Lloyd that the reports be accepted. **Agreed**
- 54.2 Discuss water saving options and new taps in corridor toilets. The Deputy Clerk was asked to investigate the best system for the corridor toilets with SK Services.
- 54.3 A Quote has been received from ADT for a replacement for the Dor Guards on Saxon room and Coombe Court doors. The quote is for £798.00 for 4 floor mounted door holders which will be wired into the existing fire alarm and work in conjunction with the alarm and will be serviced by ADT. Cllr Willett **proposed, seconded** by Cllr Lloyd to accept the quote. **Agreed**
- 54.4 3 quotes for a roof survey have been received the prices are £425.00 plus VAT, £750.00 plus disbursements and VAT and £100.00 per hour with a minimum charge of £400.00 plus VAT. Cllr Willett **proposed, seconded** by Cllr Northam that the quote for £750.00 plus disbursements and VAT be accepted subject to ascertaining what is meant by disbursements. **Agreed**

SC/15/55. Correspondence

- 55.1 A letter of complaint was received from the Chairman of Film Society before Christmas. All aspects of the complaint have been dealt with and a letter of thanks has been received

SC/15/56. Confidential Item – to discuss and confirm update of Staff contracts to reflect Minimum Living Wage and Pension changes

Due to the nature of the discussion concerning Staff Contracts the Chairman **proposed** under Standing Order 3 e) that the remainder of the meeting be discussed in confidential session, **seconded** by Cllr Lloyd. **Agreed**

The updated Staff contract was sent to all members prior to the meeting. Cllr Willett **proposed, seconded** by Cllr Syred that subject to the following amendment being made **to the Holidays and Sickness section**

To change **'The rate of pay is gross and no other payment for leave or sickness will be made'**.

To **'The rate of pay is gross plus holiday entitlement and no additional payment for other leave or sickness will be made'**. that the updated Staff Contract be agreed. **Agreed**

SC/15/57 Date of the next meeting – 7.45pm Tuesday 29th March 2016.

The meeting closed at 8.55pm



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Signed: Date: 29th March 2016.
Chairman

Actions

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| 51 .1_ Convene working party to discuss Conditions of Hire and report back to next meeting | Cllrs SN/RT/TL |
| 51.5 Review bookings software - Arranged for 19 th February 10.30 | SN/D/Clerk |
| 52.1 Investigate Home Service | MS |
| Investigate expenditure for plumbing for the year | D/Clerk |
| 53.1 liaise with Southern Cinema Services regarding a December Film Night | D/Clerk |
| 54.2 investigate the best system for corridor toilets with SK Services. | D/Clerk |
| 54.3 Accept dor guard quote | D/Clerk |
| 54.4 Accept roof survey quote | D/Clerk |
| 56.1 Amend wording in Staff Contract | D/Clerk |



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