

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
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STEYNING CENTRE COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 22ND MARCH 2016 AT 7.30PM

Present: Cllrs Willett, Picking,, Syred, and Lloyd
and Associate Cllr Toms

Members of the public: 1

Clerk: Hazel Roxby

Questions from Floor:

Q The committee was asked to reconsider the annual charge of £50.00 for the storage cupboards that are rented by hirers of the hall to store equipment for their regular events. The raise from £26.00 per year to £50.00 was deemed an unreasonable increase.

A The Chairman replied that the annual cost equates to £1.00 per week and a 50p per week increase was not seen by the committee members to be unreasonable for the size and safety of the storage facility. It was noted that the cost will remain at £50.00 per year. It has been agreed prior to this meeting that the price will be held at £50.00 for 2017/18.

The meeting was convened at: 7.55pm

MINUTES

SC/15/58. Apologies for absence were received and accepted from Cllrs Northam, Trundle & Bowell

SC/15/59. Declarations of Interest – None for this meeting

SC/15/60. Minutes of the previous meeting

Cllr Willett **proposed, seconded** by Cllr Syred that the minutes of the meeting of 16th February 2016 be accepted as a true record and duly signed. **Agreed**

SC/15/61 Matters arising and Actions

61.1 -51 .1_ Convene working party to discuss Conditions of Hire and report back to next meeting. It has not been possible to arrange a working party meeting due to Cllrs many other commitments. Cllr Northam circulated the information to Cllr Lloyd and Associate Cllr Toms and is awaiting feedback. It was agreed to defer this item to the next meeting as Cllr Northam was not present.



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- 61.2 - 51.5 Update on Review of bookings software - Cllr Northam and the Deputy Clerk met on 19th February to discuss the bookings and look at the software. Cllr Northam has sent charts for utilisation and revenue for the last 6 months bookings. It was agreed to defer this item to the next meeting as Cllr Northam was not present and clarification of the charts would be beneficial from him.
- 61.3 - 52.1 Cllr Syred had investigated the Home Service option for the Steyning Centre but was unable to find anyone who is able to carry out all the jobs that are covered by S.K. Services
Information of expenditure for plumbing and heating costs for the year have been sent to all committee members. The total for the year is £ 1343.00 which includes annual boiler service and repairs, annual hot water boiler service and repairs and attending and repairing various water leaks from sinks and toilets. Cllr Picking **proposed, seconded by** Cllr Syred to continue to use SK Services for all the plumbing and heating requirements at the Steyning Centre. **Agreed**
- 61.4 -53.1 December Film Night has been booked for Monday 5th December instead of Wednesday 7th December to prevent a clash with the late night Christmas shopping in Steyning.
- 61.5 - 54.2 Water saving for corridor is agenda item.
- 61.6 - 54.3 New door holders are half installed, it is hoped that the installation should be completed this week.
- 61.7-- 54.4 Update on roof survey is agenda item
- 61.8 - 56.1 Staff contracts have been amended for the salary increase from 1st April.

SC/15/62. Deputy Clerk's Report and Steyning Centre update

- 62.1 A Fire Drill with the Playgroup and Art Group was carried out on 3rd March. They practise took 2.5 minutes for the children to vacate and assemble in the recycling area.
- 62.2 The Community Film Night is now advertised on BFI Neighbourhood Cinema website. Deputy Clerk to query if the film advert in Your Steyning extends to Bramber and Upper Beeding. Cllr Willet **proposed, seconded by** Cllr Picking that the Deputy Clerk to investigate cost of advertising in Martins Shop notice board and delegated to do so up to the price of £8 per month. **Agreed**

SC/15/63 Business Performance –

- 63.1 The film night in March was attended by 114 people giving a net total of £150.78. The wine sales was a monthly profit of £26.51 giving a total profit of £391.06 since the films started. The next film, Bridge of Spies, is on Wednesday 6th April.
- 63.2 There have been 4 new weekly bookings since the last meeting. All are starting after Easter, 2 yoga classes, a Tai-chi class and a Dinki Dance group.
- 63.3 The hours and income for February were up compared to the same time last year.
- 63.4 Cllr Lloyd **proposed, seconded by** Cllr Willett that a survey be carried out with the customers for feedback on the facilities and services available and to find out if there are any requirements that the Steyning Centre is not meeting or could be improved upon. **Agreed**
- 63.5 It was noted that the window cill coverings in Saxon Room beginning to look untidy. Cllr Lloyd **proposed, seconded by** Cllr Willet that a more suitable covering be designed and costed, possibly fixed by Velcro so that they can be removed when not required, and report back to next meeting. **Agreed.**

SC/15/64. Financial items

- 64.1 To receive the Income & Expenditure Reports for February 2016. Sent to all Councillors.
Cllr Lloyd **proposed, seconded by** Cllr Willett that the reports be accepted. **Agreed**
- 64.2 A quote for supply and fit of 2 cold water push taps and shut off hot water supply has been received for the corridor toilets at £226.00 + VAT. Deputy Clerk was requested to find out from the Building Control Officer if hot water is a requirement for the corridor toilets and if so ask SK Services to investigate the best option for a water heater and taps and report back to next meeting.
- 64.3 The roof survey report was forwarded to all committee members. Associate Cllr Toms reported that he had attended whilst the roof survey was carried out and he was informed that the roof should last indefinitely providing the repairs stated in the report are carried out. These are:
Clean out all drains, outlets and gutters
Repair slumped or crazed areas of the asphalt

Cut out and replace asphalt blisters where present

Re-fix roofing batten, including temporary removal and reinstatement of adjacent roof tiles

Clean and re-decorate all asphalt areas with solar reflective paint.

Cllr Lloyd **proposed, seconded by** Cllr Picking that quotes for the work be obtained as soon as possible and Cllr Willett and the Deputy Clerk be delegated to authorise the work up to the cost of £2,500.00 subject to available funds in

the Steyning Centre budget and also subject to funds in the consolidated budget. **Agreed.**

64.4 Details of a Wi-Fi extender were circulated to all committee members. There are problems in areas of Coombe Court and Saxon Room where the Wi-Fi does not pick up signal. James has been investigating the problem and has advice from BT on a Wi-Fi extender for £49.99. Cllr Toms **proposed, seconded by** Cllr Syred to purchase the WI-FI extender. **Agreed**

64.5 It was noted that the phone in the office requires replacement as some of the number buttons are not working. Cllr Willett **proposed, seconded by** Cllr Lloyd that the Deputy Clerk be authorised to purchase a new set of phones for the office up to the sum of £50.00. **Agreed.**

64.6 Cllr Toms informed that whilst carrying out the Fire Risk assessment it was noted that the new bin storage area has been sited to close to the building and really need to be the outside of the car turning area. Cllr Syred **proposed, seconded by** Cllr Lloyd that quotes be obtained for a new bin storage area to be created and Cllr Willett and the Deputy Clerk be delegated to authorise the work up to the sum of £1,000.00 subject to available funds in the Steyning Centre budget and also subject to available funds in the consolidated budget. **Agreed.**

SC/15/65. Correspondence

8.1 To discuss request from U3A to display EU information for education purposes only.

Cllr Lloyd **proposed, seconded by** Cllr Willett to allow U 3A to have a table of EU information in the foyer for education purposes. **Agreed**

SC/15/57 Date of the next meeting – 7.45pm Tuesday 17th May 2016.

The meeting closed at 8.50pm

Signed: Date: 17th May 2016.

Chairman

Actions

61.1 Working party to discuss conditions of hire

61.2 Update on charts for utilisation and revenue

62.2 Advertise film night on Martins (paper shop) Notice Board

63.4 Create survey for customers

63.5 Get Cost for window cill covers in Saxon room – report back to next meeting

64.2 Investigate requirement for hot water in corridor toilets – report back to next meeting

64.3 obtains quotes for roof work – chairman and deputy clerk to authorise work if under £2500

64.4 Purchase wi-fi extender

64.5 Purchase new phone for office

64.6 obtain quote for new bin store – Chairman and Deputy Clerk to authorise work if under £1000

65.1 Organise U3A table for the foyer.



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