

# Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,  
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## STEYNING CENTRE COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 4<sup>th</sup> APRIL 2017 AT 7.45PM

**Present:** Cllrs Willett, Toomey, Hanson, Syred and S Sullivan

**Members of the public:** None

**Minutes:** Hazel Roxby

### Minutes

		<i>Action</i>
<b>SC16- 72</b>	<b>Apologies for absence</b>	
<b>72.1</b>	Apologies of absence were received and accepted from Cllrs Northam and Pearcey	
<b>SC16-73</b>	<b>Declarations of Interest</b>	
<b>73.1</b>	There were no declarations of Interest received from Cllrs.	
<b>SC16-74</b>	<b>Questions from the Floor</b>	
<b>74-1</b>	<b>None</b>	
<b>SC16-75</b>	<b>Minutes of the previous meeting</b>	
<b>75.1</b>	Cllr Hanson <b>proposed, seconded by</b> Cllr Toomey that the minutes of the meeting of 28 <sup>th</sup> February 2017 be accepted as a true record of the meeting. <b>Agreed</b>	
<b>SC16-76</b>	<b>Matters arising and Actions</b>	
<b>76.1 - 67.3</b>	Request advice on lubricant for partition doors and advise Easyglide of plans for future service to doors. The company have advised WD40 as a lubricant. A service will need to be ordered as and when required in the future.	
<b>76.2-69.2</b>	The work to replace the ladies and gents toilet fans has been booked for 12 <sup>th</sup> April. Cllr Sullivan queried if there was a reason that 3 fans had failed at the same time- it was noted that they were the original fans that were installed when the building was built and had failed through wear and tear.	
<b>76.3</b>	Cllr Toomey queried whether the end of year accounts had highlighted any left over budget for the skylights – it was noted the end of year accounts had not yet been processed. Bring back to next meeting.	

- 76.4** Cllr Toomey queried what will be done should any groups not have public liability. The Deputy Clerk to inquire with the insurance company if groups if it is a requirement for groups to hold their own insurance.
- SC16-77 Deputy Clerk's Report and Steyning Centre update**
- 77.1** Legionaries progress Update – all the work has been carried out by Cowleys, staff training has been done. The Clerk is taking a full report to F&CP next week as the staff training has highlighted some issues that will need to be resolved.
- 77.2** Probus group have requested that if they purchase smaller round tables for their meetings once a month that they store them here at the Steyning Centre and allow other users to be able to use them. It was noted that storage and space is very short at the centre and there are already 3 different sizes of tables available to customers with this in mind it was agreed that further tables could not be accommodated.
- 77.3** It was noted that the introduction of car parking charges in Fletchers Croft has already resulted in the loss of 1 all day booking for the building amounting to approximately £400. Since the charges came in force on Monday 3<sup>rd</sup> April there has been lots of issues which result in members of the public inquiring in the centre taking up the time of the staff. There have been issues with the machine which have been reported by the staff to HDC. It was agreed that the staff should monitor the interruptions, the loss of bookings and costs and report back to next meeting.
- SC16-78 Business performance**
- 78.1** The film night in March had 148 attendances giving a net profit of 304.00  
The sales from wine was £25.50
- SC16-79 Financial items**
- 79.1** To receive the Income & Expenditure Report for February 2017.  
Cllr Syred **proposed, seconded by** Cllr Willett that the income and expenditure be agreed as a correct record. **Agreed.**
- 79.2** To discuss Gas Careplan for Steyning centre - Prices have been circulated to members for a Careplan – It was suggested at the last F&CP Meeting that a plan £396.00 per year be purchased. This would be subject to an engineer site visit and confirmation that the boiler is 40kw or below. Cllr Sullivan **Proposed, seconded by** Cllr Syred to put in place the care plan at £396.00 per year subject to boiler being below 40kw. **Agreed**
- 79.3** To discuss possibility of changing to LED lighting - It was agreed to get an Electrician to advise if the change is possible and if so to advise the best way forward and possible costs involved.
- 79.4** To agree the Gardeners annual increase - From 1<sup>st</sup> April the cost per hour for the gardener will increase from £16.00 to £17.00 as per the letter copied to members. Cllr Hanson **proposed, seconded by** Cllr Sullivan to agree the increase. **Agreed**
- 79.5** To agree expenditure for new double door panic bolt set for 1 set of Coombe Court doors. One set of opening doors in Coombe Court has been unsafe as the mechanism is failing. The caretaker has carried out many repairs however

the problem cannot be fixed. A new set can be purchased at a cost of £272.32 and can be fitted buy the caretaker. Cllr Willett **Proposed, Seconded** by Cllr Toomey to purchase a new set of bolts. **Agreed**

**SC16-80 Staff Matters**

**80.1** Daren Pegg has had to reduce his hours as caretaker due to taking a full time job elsewhere. John Connell started training on Friday 31<sup>st</sup> March and will hopefully be up to speed in 2 weeks. The Deputy Clerk has been doing some evenings and the other caretakers have done extra shifts over the last 2 weeks and will the team will continue to do so where possible until John is trained.

**SC16-81 Correspondence**

**81.1** None for this meeting

**SC16-82 Date of the next meeting**

**82.1** Tuesday 23<sup>rd</sup> May 2017 at 7.30pm

Cllr Willett gave apologies for the next meeting.

**The Chairman closed the meeting at 8.35pm**