

# Steyning Parish Council



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## STEYNING CENTRE COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 28<sup>th</sup> FEBRUARY 2017 AT 7.45PM

**Present:** Cllrs Willett, Toomey, Hanson, Syred and Pearcey

**Members of the public:** None

**Minutes:** Hazel Roxby

### Minutes

		Action
<b>SC16- 62</b>	<b>Apologies for absence</b>	
<b>62.1</b>	Apologies of absence were received and accepted from Cllrs Northam and S Sullivan	
<b>SC16-63</b>	<b>Declarations of Interest</b>	
<b>63.1</b>	There were no declarations of Interest received from Cllrs.	
<b>SC16-64</b>	<b>Questions from the Floor</b>	
	<b>None</b>	
<b>SC16-65</b>	<b>Minutes of the previous meeting</b>	
<b>65.1</b>	Cllr Willett <b>proposed, seconded by</b> Cllr Hanson that the minutes of the meeting of 3 <sup>rd</sup> January 2017 be accepted as a true record of the meeting. <b>Agreed</b>	
<b>SC16-66</b>	<b>Matters arising and Actions</b>	
<b>66.1-54.1</b>	The projectionist for the film night has been informed that there will not be a film in December this year.	
<b>66.2-56.2</b>	The water dispenser has been purchased .	
<b>66.3 -59.1</b>	Price changes for 2017-18 have been changed in line with last meeting alterations and will be implemented from 1 <sup>st</sup> April.	
<b>66.4 -53.1</b>	The ADT security alarm routine inspection carried out on 4 <sup>th</sup> January concluded that there were no problems with the system.	
<b>SC16-67</b>	<b>Deputy Clerk's Report and Steyning Centre update</b>	
<b>67.1</b>	Legionaries progress Update. The work has been ordered and will be carried	<b>Actions</b>



Parish Clerk: Carol Stephenson  
Deputy Clerk: Hazel Roxby

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out as soon as possible. An online course for James Hermon and Deputy Clerk has been booked. The main stop cocks have been labelled, James is carrying out the lagging of tanks. A thermometer has been purchased to carry out the testing of hot water and not drinking signs and caution hot water signs have been placed where needed.

**67.2** Public Liability log update – all regular customers have been asked for a copy of their public liability and Tessa is keeping a log. It was noted that some groups do not have public liability insurance. The Deputy Clerk was asked to inform the clubs that they do require the cover. **Action**

**67.3** Partition door repairs update- the repairs and service has been carried out at a cost of £725.00 plus VAT. A report of the work has been sent to all committee members.

An annual service plan, fixed for 3 years, has been sent out (forwarded to committee members) proposing a fee of £425.00 per year which also includes telephone support and 2 free call outs per year which includes 1 hour on site. Councillors felt that the cost was high compared to the service that had just been carried out. The Deputy Clerk was asked to request instructions on maintaining the doors and to purchase the lubricant that can be used. Also to inform the company that they will be called on an ad-hoc basis and the committee would suggest a service in 3 years. Thanks were voiced for James for finding and approaching the company.

#### **SC16-68 Business performance**

**68.1** The film night in January and February had 45 and 41 attendances respectively.

The sales from wine was £17.50. A loss of £157.00 was made for the 2 months. The next film on 1<sup>st</sup> March, A street Cat named Bob, is looking more positive for ticket sales. The film booked for April is Inferno.

#### **SC16-69 Financial items**

**69.1** To receive the Income & Expenditure Report for January 2017.

Cllr Toomey **proposed, seconded by** Cllr Hanson that the income and expenditure be agreed as a correct record. **Agreed.**

**69.2** The 2 fans in the ladies toilet and 1 fan in the gents toilet are not working properly. A quote has been received at a cost of £320 to supply and fit all 3 fans. Cllr Willett **proposed, seconded by** Cllr Pearcey that the quote be accepted and the work ordered. **Agreed**

**69.3** At the last meeting the budget figures for the Steying Centre included £7000 for the replacement of 5 skylights. At an EOM for the whole councils budget it was agreed that the precept should be kept at a minimum increase and therefore the skylights should only be replaced if there is enough money left over at the end of the financial year (1<sup>st</sup> April). The Clerk will inform of unspent budgets in April.

**69.4** The National Living Wage will increase from £7.20 per hour to £7.50 per hour on 1<sup>st</sup> April. This was included in the Steying Centre salaries budget and will be implemented on 1<sup>st</sup> April.

**SC16-57**      **Correspondence**  
**70.1**            None for this meeting

**SC16-58**      **Date of the next meeting**  
**71.1**            Tuesday 4<sup>th</sup> April 2017 at 7.30pm

**The Chairman closed the meeting at 8.25pm**