

Steyning Parish Council



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STEYNING CENTRE COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 3RD JANUARY 2017 AT 7.45PM

Present: Cllrs Willett, Toomey, Hanson, S Sullivan and Pearcey

Members of the public: None

Minutes: Hazel Roxby

The Chairman welcomed Cllrs Sullivan and Pearcey to their first meeting on this committee.

Minutes

		Action
SC16- 49	Apologies for absence	
49.1	Apologies of absence were received and accepted from Cllrs Syred and Northam.	
SC16-50	Declarations of Interest	
50.1	There were no declarations of Interest received from Cllrs.	
SC16-51	Questions from the Floor	
	None	
SC16-52	Minutes of the previous meeting	
52.1	Cllr Willett proposed, seconded by Cllr Hanson that the minutes of the meeting of 15 TH November 2016 be accepted as a true record of the meeting. Agreed.	
SC16-52	Matters arising and Actions	
52.1-41.1	Hirers have been asked for copies of Public Liability Insurance and a log is now being kept of all Insurances.	
52.2-41.2	Roger Toms and James investigated the fence and the posts are not rotten. James has taken action to secure the loose posts.	
52.3 – 43.1	Letter of confirmation of appointment has been sent to Daren Pegg	
52.4-43.2	Letter of congratulations has been sent to James Hermon.	
52.5 – 44.2	The Request for funds for the partition door service from F&C was agreed and	



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- the service is booked for 21st February.
- 52.6- 45.1** The budget requirements for 2017-18 were amended following the last meeting. It is an agenda item.
- 52.7-45.2** The hot water boiler for Saxon room kitchen has been fitted.

SC16-53 Deputy Clerk’s Report and Steyning Centre update

- 53.1** A 6 monthly routine inspection of the security alarm has been booked for 4th January.
- 53.2** The faulty CCTV camera in the corridor has been replaced.
- 53.3** Steam cleaning of the toilets and kitchens has been done over the Christmas break.

SC16-54 Business performance

- 54.1** The film night in December, Golden Years, had 52 people attend. The sales from wine was £17.50. A loss of £11.38 was made on the evening. The Committee discussed whether to continue to have a film in December as it is a very busy time for everyone and the day has to be changed to a Monday which is out of the usual routine for the film nights. Cllr Sullivan **proposed, seconded by** Councillor Hanson not to have a film in December in future. **Agreed.**

Inform projectionist

SC16-56 Financial items

- 56.1** To receive the Income & Expenditure Report for November 2016. Cllr Willett **proposed, seconded by** Cllr Hanson that the income and expenditure be agreed as a correct record. **Agreed.**
- 56.2** Replacement for drinks machine, ideas circulated to all members. The Deputy Clerk had investigated the cost of renting a machine which was approximately £1000.00 per year. To buy a water 4l dispenser is approximately £80.00 and cup holders can be purchased to keep the area tidy and the cups in place. Cllr Sullivan **proposed, seconded by** Cllr Pearcey to purchase a water dispenser and cup holders. **Agreed**

Order

SC16-57 Legionella Report

- 57.1** The report and recommended action and costings were circulated to all members. Remedial action is recommended for the Steyning Centre at a cost of £2,200 and a maintenance cost of £550.00 per year for 3 years thereafter. Cllr Willett **proposed, seconded by** Cllr Pearcey to agree the proposed works and maintenance and include the costs in the budget. **Agreed**

Order

SC16-58 Budget 2017-2018

- 58.1** The members went through the budget items and agreed that £7000.00 should remain in the repairs and renewals budget for the skylights to be replaced. The fence will not need to be done therefore the £2000.00 budgeted can now be used for the Legionella remedial work. The budget figure for repairs and renewals will stay at £15,000 and the remaining £6000.00 will be for contingencies. £550.00 will need to be added to the

Inform Clerk of changes

annual maintenance to cover the Legionella annual maintenance.
Cllr Willett **proposed, seconded by** Cllr Toomey that the above amendments be requested at the budget meeting on 9th January 2017. **Agreed**
(N.B Some of the budgets had “awaiting HDC percentage increase “ in the margin , this is an error and should have EDF, Gas, Water Company details and not HDC, the only HDC increase awaited is for Trade Waste).

SC16-59

Review Price increase for 2017-18

The prices for 2017-18 were agreed at a 5% increase from the 16-17 prices. It was agreed to increase the committee room prices to £9.00 per hour for 1 room and £12.00 per hour for both rooms. An evening rate for the committee rooms will also be introduced £11.00 per hour for 1 room and £15.00 per hour for both rooms.

Caretakers times will be utilised more efficiently to help keep costs down.

Cllr Willett **proposed, seconded by** Cllr Hanson the above changes be implemented from 1st April 2017 and that the prices for 2018 – 19 be considered again in April 2017. **Agreed**

**Implement
changes**

**Agenda for
April**

SC16-60

Correspondence

None for this meeting

SC16-61

Date of the next meeting

Tuesday 28th February 2017 at 7.45pm

The Chairman closed the meeting at 8.25pm