

# Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,  
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## STEYNING CENTRE COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 28<sup>th</sup> June 2016 AT 7.30PM

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

**Members of the public:** None

**Minutes:** Hazel Roxby

### Minutes

		Action
<b>SC16- 13</b>	<b>Apologies for absence</b>	
<b>13.1</b>	Apologies of absence were received and accepted from Cllrs Picking and Northam.	
<b>SC16-14</b>	<b>Declarations of Interest</b>	
	There were no declarations of Interest received from Cllrs.	
<b>SC16-15</b>	<b>Question from the Floor</b>	
	<b>None.</b>	
<b>SC16-16</b>	<b>Minutes of the previous meeting</b>	
	Cllr Willett <b>proposed, seconded by</b> Cllr Hanson that the minutes of the meeting of 17 <sup>TH</sup> May 2016 be accepted as a true record of the meeting. <b>Agreed.</b>	
<b>SC16-17</b>	<b>Matters arising and Actions</b>	
<b>17.1 – 7.5</b>	Marion Pickup, Manager of the playgroup has agreed to supply new covers with valcro and will remove them each day.	
<b>17.2 – 8.1</b>	U3A are having a meeting soon and applying for a grant to replace the dishwasher in Saxon Room is on their agenda.	
<b>17.3 – 8.2</b>	Roger Toms was able to get the Sebo Vacuum claener rewired for £60.00.	
<b>17.4 – 11.2</b>	Cllr Hanson proposed, seconded by Cllr Toomey that the roof repair quote for £2756 be accepted and the work will start on 18 <sup>th</sup> July when the playgroup have finish for the summer holidays.	
<b>17.5 – 11.3</b>	Bin store has been completed.	



Parish Clerk: Rebecca Luckin  
Deputy Clerk: Hazel Roxby

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<b>17.6 – 11.4</b>	The weed and feed to the grass outside Coombe Court has been carried out.	<b>Actions</b>
<b>17.7 – 11.5</b>	The taps and heater in corridor toilets have been fitted.	
<b>SC16 -18</b>	<b>Deputy Clerk's Report and Steyning Centre update</b>	
<b>18.1</b>	ADT Fire and Security Routine Inspection will be carried out on 4 <sup>TH</sup> July.	
<b>18.2</b>	The playgroup leader has asked to trial child friendly toilets seats for the ladies toilets. The playgroup will supply the seats. It was Agreed that a trail of 2 seats can be carried out. All members agreed that it was an excellent idea.	
<b>18.3</b>	The Plumber was called to fix a broken over flow pipe which runs through the playgroup store cupboard.	
<b>18.4</b>	A request has been received from the widow of Robin French, whose memorial bench was vandalised on the Memorial Playing Field, to site a new bench in Robin's memory at the Steyning Centre. This was unanimously Agreed.	
<b>18.5</b>	It was noted that the wheel chair donated by the Independent Living Group many years ago is now unusable due to the rubber wheels having perished. The Deputy Clerk as asked to investigate a source for a wheelchair and a grant for purchasing if necessary.	<b>D/CLERK</b>
<b>18.6</b>	Cllr Willett proposed, seconded by Cllr Syred that maintenance to the building should be undertaken by caretakers during the quiet period of July and August. Agreed.	
<b>SC16-19</b>	<b>Business performance</b>	
<b>19.1</b>	The June film, Dressmaker, had an audience of 62. A loss of £13.00 was incurred. This is the first time the film has run at a loss since the films were started in September 2014. There was £6.84 profit on wine sales.	
<b>19.2</b>	The hours for May were up compared to last year the balance was also up. During May every weekend was booked for both Saturday and Sunday.	
<b>SC16 - 20</b>	<b>Staffing Matters</b>	
<b>20.1</b>	A new caretaker, Rob Wheatley, has been employed on a 3 month probation period. He is doing shifts with James and Lou and will be going on his own from 2 <sup>nd</sup> July.	
<b>20.2</b>	Cllr Willett asked that a letter be sent to Caretaker Lou Weeks thanking her for all her hard work over her years of employment.	<b>D/CLERK</b>
<b>SC16 – 21</b>	<b>Financial items</b>	
	To receive the Income & Expenditure Reports for May 2016.	
<b>21.1</b>	Cllr Willett, seconded by Cllr Syred that the income and expenditure be agreed as a correct record. Agreed.	
<b>21.2</b>	A new hand drier is required for the gents toilet in the foyer. Cllr Willett proposed, seconded by Cllr Syred that the Deputy Clerk be delegated to source a replacement and fitting up to £200.00	<b>D/CLERK</b>
<b>SC16 – 22</b>	<b>Correspondence</b>	
<b>22.1</b>	Letters of thanks from Steyning Festival	
<b>22.2</b>	2 x Letters of thanks from Customers	

SC16 - 23  
23.1

**Date of the next meeting**  
Tuesday 16<sup>th</sup> August 2016. 7.45pm

**The Chairman closed the meeting at 8.12pm**



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