

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
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STEYNING CENTRE COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 27th SEPTEMBER 2016 AT 7.45PM

Present: Cllrs Willett, Syred, Northam and Toomey
Associate Member Roger Toms

Members of the public: None

Minutes: Hazel Roxby

Minutes

		Action
SC16- 24 24.1	Apologies for absence Apologies of absence were received and accepted from Cllrs Hanson and S Sullivan.	
SC16-25 25.1	Declarations of Interest There were no declarations of Interest received from Cllrs.	
SC16-26	Questions from the Floor None for this meeting	
SC16-27 27.1	Minutes of the previous meeting Cllr Syred proposed, seconded by Cllr Willett that the minutes of the meeting of 16th August 2016 be accepted as a true record of the meeting. Agreed.	
SC16-28 28.1-19.3	Matters arising and Actions A grant form requesting funding for a wheelchair has been has been sent to the Wilson Memorial Trust.	
28.2-21.1	Alarm System Variance is due to an over spend on the budget. The door Guard replacement for Coombe Court and Saxon room was not a planned	



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

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expenditure.

Actions

- SC16-29 Deputy Clerk's Report and Steyning Centre update**
- 29.1** The annual electrical testing and PATs testing was carried out on 30th and 31st August. Items that were reported as needing repair/replacement were a globe light at the main entrance, a fan in the gents toilets and the sensor lights in the ladies and gents toilets these will be carried out in due course. The new hand drier in the gents toilets was replaced.
- 29.2** The caretakers have completed the painting of the rooms and toilets during the summer quiet period.
- 29.3** The hours of hire and balance for August were down compared the same time last year. Much of the reduction in balance is due to training caretakers
- SC16-30 Business performance**
- 30.1** The September film night was attended by 106 people, which made a net profit of £155.70. There was also a profit of £26.00 on the wine.
- 30.2** The money received in FITs payments last year from the solar panels was £901.36. The total money received since the panels were installed in 2010 is £5203.00
- SC16-31 Staffing Matters**
- The new Caretaker Daren Pegg is doing well. His training is complete and he has been working on his own for 2 weeks.
- Financial items**
- SC16-32** To receive the Income & Expenditure Report for August 2016.
- 32.1** Cllr Willett **proposed seconded by** Cllr Syred that the income and expenditure be agreed as a correct record. **Agreed.**
- 32.2** Roger Toms has obtained quotes for a new pressure washer: £185.99, £192.99 and £294.00 and explained the benefits and pit falls of each machine. Cllr Willett proposed, seconded by Cllr Northam that the machine best suited for our use was £192.99 . This was Agreed. **d/clerk**
- 32.3** The boiler control panel is not working and needs replacing. The cost is in the region of £1000 for a new one. The plumber is looking into costs but this will be necessary expenditure asap as the colder weather is approaching. Cllr Willett **proposed, seconded by** Cllr Northam that delegated authority be given to the Clerk to spend up to £1200.00 on this work. **Agreed** **Clerk**
- 32.4** The gents toilet cistern is leaking and needs replacing the wood panels also need replacing due to water damage, a quote for £286 has been given by the plumber. Cllr Syred **proposed, Seconded by** Cllr Toomey that the work be ordered. **Agreed** **d/clerk**

- SC16-33 Budget 2017-2018**
- 33.1** The Partition doors in Saxon Room, Coombe Court and the Committee rooms need replacing. Roger Toms is obtaining quotes and it is proposed that £10,000 will be put in the budget for this project. **Clerk**
- 33.2** The clerk, Deputy Clerk and staff kitchen blinds need to be replaced. Cllr Willett proposed, seconded by Cllr Northam that they be replaced as soon as possible with a capped budget of £400.00. Agreed **d/clerk**
- 33.3** The Bi Annul floor polish and seal is due in August and the quoted price of £2,200 + vat will be put in the annual maintenance budget for next year. **Clerk**
- 33.4** The Entertainments licence fee of £2,000 will now be added as a new budget head for the Steyning Centre. **Clerk**
- It was suggested that the as the building is getting older a reserve for the Steyning Centre should be built up. The Clerk to investigate if this is possible and to investigate the £8,573 amount already in the showing within the budget for Steyning Centre. **Clerk**
- The Deputy will send a copy of the draft budget to all members with the above changes included. **d/clerk**
- It was noted that the sky lights will need to be replaced in the next few years and should be considered for a future budget.

SC16-34 Correspondence
None for this meeting

SC16-35 Date of the next meeting
Tuesday 15th November 2016. 7.45pm

The Chairman closed the meeting at 8.40pm