

**STEYNING CENTRE COMMITTEE MEETING  
THE STEYNING CENTRE  
TUESDAY 28<sup>TH</sup> MAY 2015 AT 7.30PM**

**Present:** Cllrs Toms, Staines, Marshall, and Bowell.

**Members of the public:** There were none.

**Clerk:** Rebecca Luckin

**MINUTES**

**1. Apologies for absence** were received and accepted from Cllr Hopkinson, Lloyd, and Trundle.

**2. Declarations of Interest** - there were none.

**3. Minutes of the previous meeting**

Cllr Toms **proposed, seconded** by Cllr Bowell that the minutes of the meeting of 17<sup>th</sup> March 2015 be accepted as a true record and duly signed. **Agreed**

**4. Matters arising and Actions**

**4.1- (4.5)** Replacement of pipes in the Gents toilets is completed.

**4.2- (4.6)** Emergency Exit lighting has been installed.

**4.3- (4.7)** The water savers to the outside gents urinal has been installed

**4.4- (5.2)** Letters to Caretakers thanking them for their hard work and helpful attitude have been sent.

**4.5 – (8.1)** DBS (Disclosure and Barring Service) – The Clerk reported that Parish Councils in similar circumstances to SPC, require their staff to undertake DBS checks, prior to taking up employment. Cllr Bowell **proposed, seconded** by Cllr Marshall that DBS checks be undertaken. **Agreed.**

**4.6 –(8.2)**The Pre-school manager will draft a plan for consideration by the Steyning Centre Committee for a fence to be erected around the pre-school play area, to protect children with additional needs. Grant funding to be sought. Ongoing

**5. Deputy Clerk's Report and Steyning Centre update**

**5.1** April film, tickets sold – 132. Profit (towards the upkeep Steyning Centre) - £247.84. Wine sales made a profit of £25.18. The Deputy Clerk will provide breakdowns for each individual film.

**5.2** Outside areas have been pressure washed.

**5.3** Kitchens and toilets have been steamed cleaned.

**5.4** Further discarded items have been cleared from around the outside of the building.

**5.5** Caretaker performance appraisals will take place annually.

**6. Business performance**

**6.1 Staffing Matters**

A fourth Caretaker, has been employed on a three month trial basis. He has completed training and now works unaccompanied.

**6.2 Monthly business report-** graph circulated at the meeting

The hours of hire for March are consistent with last year's hours. The balance for March was up this year compared to the same as last year. Councillors asked for clarification on hours and income. Cllr Howell will work with the Deputy Clerk to improve clarity of the spreadsheet.

### **6.3 Drinks Machine**

Drinks machine profit to date = £135.05. Deputy Clerk will clarify whether that is total to date or total profit for the financial year.

### **6.4 Website**

There have been five queries through the website, two of which made bookings.

The hits on the Steyning Centre website since the last meeting is 678, 11% are new users.

### **6.5 Solar Panels**

Amount received to date - £3,572.76. Dec - March receipt still awaited. Deputy Clerk will provide figures for the financial year rather than rolling total.

## **7. Financial items**

**7.1** Councillors received the Income & Expenditure Report for March 2015. Councillors noted that the Steyning Centre did not experience the shortfall anticipated, due to income generated through Film Evenings. Cllr Staines **proposed, seconded** by Cllr Toms that the Income & Expenditure Reports be accepted. **Agreed.**

**7.2** Councillors considered a quote for removal of a Lawson's Cypress at the Steyning Centre, which is obscuring the entrance, preventing new visitors from finding the Centre.

Quote A Gale - £150+VAT sectional fell to leave low stump.

Cllr Howell **proposed, seconded** by Cllr Marshall that the tree be removed. **Agreed.**

## **8. Correspondence**

**8.1** A Letter of thanks for a friendly and willing attitude from all the caretakers and office staff has been received from the U3A group following their event on 11<sup>th</sup> April. To be noted at Full Council.

**8.2** A note of concern regarding an unfixed fence on the boundary with Steyning Grammar School, concern regarding an unfenced bank, and steps without a handrail had been received.

The meeting was **adjourned** while Councillors undertook an inspection of the outside of the building. The meeting was **reconvened**.

Steyning Grammar School Estates Team will be asked to fix a hole in the fence.

Cllr Staines **proposed, seconded** by Cllr Marshall an HDC Safety Officer be invited to provide advice on the grounds and play area. The Tree Warden will be asked for an opinion on the trees that overhanging. Quotes will be obtained to provide a fence around the bin area and reduce a trip hazard nearby. **Agreed.**

**9. Community Infrastructure Levy** – to include a fence around the Steyning Centre where needed.

**10. Date of the next meeting** – Tuesday 16<sup>th</sup> June 2015.

## **11. Confidential Item**

Councillors were due to discuss matters regarding a user group at the Steyning Centre, therefore the Chairman **proposed, seconded** by Cllr Howell that under Standing Order 3 e) the remainder of the meeting should be discussed in confidence. **Agreed.**

Cllr Toms **proposed, seconded** by Cllr Staines that the user will be approached by the Clerk and Chair, with a view to working together to solve the issue of unsightly areas and safety issues.

Councillors noted that the garden should be fit for the purpose and well kept. Further storage is required in order that equipment is not left out.

Grant funding will be sought to provide equipment. **Agreed.**

The meeting closed at 20.54pm

Signed: .....Date: 16<sup>th</sup> June 2015.  
Chairman

#### **Action list Steyning Centre 28.04. 15:**

**4.5** Cllr Bowell **proposed, seconded** by Cllr Marshall that DBS checks be undertaken. **Deputy Clerk £26 per standard check.**

#### **5. Deputy Clerk's Report and Steyning Centre update**

**5.1** April film, tickets sold – 132. Profit (towards the upkeep Steyning Centre) - £247.84. Wine sales made a profit of £25.18. The **Deputy Clerk** will provide breakdowns for each individual film.

**6.2 Monthly business report-** Councillors asked for clarification on hours and income. Cllr Bowell will work with the **Deputy Clerk** to improve clarity of the spreadsheet.

#### **6.5 Solar Panels**

**Deputy Clerk** will provide figures for the financial year rather than rolling total.

**5.5** Caretaker performance appraisals will take place annually. **Clerk.**

**8.2** Steyning Grammar School Estates Team will be asked to fix a hole in the fence. An HDC Safety Officer be invited to provide advice on the grounds and play area. The Tree Warden will be asked for an opinion on the trees that overhanging. Quotes will be obtained to provide a fence around the bin area and reduce a trip hazard nearby. **Clerk.**

#### **11. Confidential Item**

Councillors were due to discuss matters regarding a user group at the Steyning Centre, the Chairman **proposed, seconded** by Cllr Bowell that under Standing Order 3 e) the remainder of the meeting should be discussed in confidence. **Agreed.**

Cllr Toms **proposed, seconded** by Cllr Staines that the user will be approached by the **Clerk and Chair**, with a view to working together to solve the issue of unsightly areas and safety issues. Councillors noted that the garden should be fit for the purpose and well kept. Further storage is required in order that equipment is not left out. Grant funding will be sought to provide equipment. **Agreed.**