

**STEYNING CENTRE COMMITTEE MEETING
THE STEYNING CENTRE
TUESDAY 28th JULY 2015 AT 7.30PM**

Present: Cllrs Lloyd, Trundle, Bowell, Willett, Northam and Picking.
Associate Cllr Toms

Members of the public: 0

Clerk: Rebecca Luckin

Questions from Floor: There were none.

The meeting was convened at: 7.31pm

MINUTES

SC/15/1. Election of Chairman

Cllr Lloyd **proposed, seconded** by Cllr Bowell that Cllr Willett be elected as Chairman. **Agreed.**

SC/15/2. Election of Vice Chairman

Cllr Lloyd **proposed, seconded** by Cllr Willett that Cllr Trundle be elected as Vice Chairman. **Agreed.**

SC/15/3. Agree Terms of Reference

Consideration and agreement of the Terms of Reference will be deferred to the next meeting, when Cllr Northam has investigated Parish Council insurance cover with regard to the Steyning Centre and the terms of booking and hire. Amendments for consideration will be submitted to Cllr Willett. The item will be placed on the next agenda.

SC/15/4. Apologies for absence were received and accepted from Cllr Syred.

SC/15/5. Declarations of Interest – Cllr Willett declared an interest as a user of the Centre.

SC/15/6. Minutes of the previous meeting

Cllr Bowell **proposed, seconded** by Cllr Willett that the minutes of the meeting of 28th April 2015 be accepted as a true record and duly signed. **Agreed**

SC/15/7. Matters arising and Actions

7.1 - 4.5 DBS (Disclosure and Barring Service) – the Deputy Clerk has registered with Online Disclosure System and an account has been created. Awaiting further information to apply for the DBS's for the staff. The Deputy Clerk will check to see if existing DBS checks held by staff, can be transferred between employers.

7.2 - 5.1 Monthly break-down has been produced for each film.

7.3 – 5.5 Staff Appraisals are being organised for August.

7.4 –8.2 A hole in the boundary fence, has been repaired by Steyning Grammar School.

7.5 - 11 A productive meeting was held with a regular user group and a letter sent. The Pre-School will submit bids for funding for a new fence and equipment with SPC support. The Clerk and Cllr Toms will meet regularly with the user group.

SC/15/8. Deputy Clerk's Report and Steyning Centre update

8.1 Film nights - 129 tickets sold in May (net profit £232.16), 141 tickets in June net profit £285.65).

8.2 Taps in Coombe Court kitchen have been replaced and a shut off valve fitted.

8.3 ADT has carried out the six monthly routine fire alarm and security alarm inspections and service.

8.4 Further steam cleaning of kitchens and toilets to take place while the building is closed for a week.

8.5 Redecoration of the Steyning Centre has commenced.

8.6 Catercraft will undertake the service of the ovens and fridges during August. Annual PATs testing, electrical testing, boiler service and work to repair a trip hazard outside Saxon Room will also be undertaken in August.

8.7 A 'repair or renew' audit of the stage lighting has been undertaken and feedback provided.

Quote received from Tom Packer for safety checks and lighting plan: labour £400, parts estimated £50 - £200, lighting plan £50 - £75 +VAT.

Cllr Lloyd **proposed, seconded** by Cllr Northam that the contractor be instructed to make the main cable to the control board safe and keep 2 or 3 main lights, before establishing whether side lights can be retained. Maximum total of £600+VAT, not to include a lighting plan. **Agreed.**

8.8 Catercraft quote to replace the dishwasher transformer - £277.10+VAT.

8.9 Following the removal of a tree in front of the Steyning Centre, the Clerk has requested permission from HDC to remove lower branches from trees in their ownership.

8.10 Work to remove a tree at the entrance of the Steyning Centre has been completed.

SC/15/9. Business performance

9.1 **Staffing Matters** - A newly appointed caretaker has completed his three month trial and many positive comments have been received. He will be offered a permanent contract.

9.2 **Monthly business report**- A graph was circulated showing hours and income for the month. Hours of hire for May and June were down for 2015 compared to 2014, due to the Festival held in May and June of 2014. Councillors requested analysis and breakdown, ie private bookings, organisations, corporate use, income, repeat bookings and would like feedback in order to understand how current advertising is working.

Note: For future meetings, the Deputy Clerk's Report and Business Performance Review will be circulated to Councillors prior to the meeting.

9.3 Website

There have been two queries through the website.

New bookings secured in the last two months include The Sussex Theatre Group weekly sessions from September, a consultant using a room on a weekly basis, a ladies' breakfast club for ad-hoc meetings, a dance group for youth for five days during August and HDC 15 week course starting in September.

SC/15/10. Financial items

10.1 Councillors received the Income & Expenditure Reports for April, May and June 2015. The Clerk noted that payments on salaries were slightly over budget due to overlap with a new caretaker, increased bookings and cleaning that had taken place. These budgets will be monitored closely over the next months.

Councillors queried the addition on reports and agreed to defer agreement until the following meeting, subject to clarification.

10.2 Councillors considered a quote for removal of brick retaining wall and laurel bush and enclosing the bin area with a fence and large gate.

Jaytek - £525.00.

Cllr Willett **proposed, seconded** by Cllr Lloyd that the quote be accepted. **Agreed.**

10.3 Customers expressed concern regarding the 60% rise in cupboard hire for next year, from £26 to £50. Noted by Councillors.

SC/15/11. Correspondence

11.1 An email had been received from a member of the public who was of the opinion that the fire 'dorgard' floor holders were trip hazards. Subsequently, a Fire Officer advised that the 'dorgard' automatic release holders were the safest option.

SC/15/12. Community Infrastructure Levy – none for this meeting.

SC/15/13. Date of the next meeting – 7.30pm Tuesday 15th September 2015.

The meeting closed at 21.03pm

Signed: Date: 15th September 2015.
Chairman

Action list Steyning Centre 28.07.15

SC/15/3. Agree Terms of Reference

Consideration and agreement of the Terms of Reference will be deferred to the next meeting. The item will be **placed on the next agenda**.

Cllr Northam to investigate Parish Council insurance cover with regarding to the Steyning Centre and the terms of booking and hire.

Amendments for consideration will be submitted to **Cllr Willett**.

7.1 - 4.5 DBS (Disclosure and Barring Service) Awaiting further information to apply for the DBS's for the staff. The **Deputy Clerk** will check to see if existing DBS checks held by staff, can be transferred between employers.

8.7 Tom Packer to be instructed to make the main cable to the control board safe, keep 2 or 3 main lights, before establishing whether side lights can be retained. Maximum of £600+VAT, not to include a lighting plan. **Deputy Clerk** contact contractor.

8.9 Following the removal of a tree in front of the Steyning Centre, the Clerk has requested permission from HDC to remove lower branches from trees in their ownership (no TPO, but will need to consult Will Jones). Clerk contacted Will Jones and supplied photos 29.07.15.

For future meetings, the Deputy Clerk's Report and Business Performance Review will be circulated to Councillors prior to the meeting.

9.2 Monthly business report- Councillors requested analysis and breakdown, ie private bookings, organisations, corporate use, income, repeat bookings and would like feedback in order to understand how current advertising is working. **Deputy Clerk**

SC/15/10. Financial items

10.1 Councillors received the Income & Expenditure Reports for April, May and June 2015. Councillors queried the addition on reports and agreed to **defer agreement until the following meeting**.