

Steyping Parish Council



The Steyping Centre, Fletcher's Croft, Steyping,
West Sussex, BN44 3XZ

www.steyningpc.gov.uk
www.thesteypingcentre.co.uk

Telephone: 01903 812042

STEYPING CENTRE COMMITTEE MEETING THE STEYPING CENTRE TUESDAY 17th May 2016 AT 7.45PM

Present: Cllrs Willett, Syred, Northam , Hanson, and Toomey
Also present Associate Cllr Toms

Members of the public: None

Minutes: Hazel Roxby

QUESTIONS FROM THE FLOOR – to receive questions from members of the public regarding items on the agenda.

MINUTES

SC/16/1.0 Election of Chairman.

The Deputy Clerk asked for nominations for Chairman

Cllr Willett was nominated

Cllr Northam **proposed, seconded** by Cllr Toomey that Cllr Willett be the Chairman for the forth coming year.

Agreed

Cllr Willett took the Chair

SC/16/2.0 Election of Vice – Chairman .

The Chairman asked for nominations for a Vice Chairman

Cllr Hanson was nominated

Cllr Northam **proposed, seconded** by Cllr Willett that Cllr Hanson be Vice- Chairman for the forth coming

Year. **Agreed**

SC/16/3.0 Confirm Membership of Associate Member.

3.1 Cllr Northam **proposed, seconded** by Cllr Willett that Roger Toms be confirmed as an associate Cllr Member of the Steyping Centre committee. Roger was thanked for all the help and advice that he give the committee last year.

SC/16/4.0 Apologies for absence

4.1 Apologies of absence were received and accepted from Cllrs Picking and Muggridge

SC/16/5.0 Declarations of Interest.

5.1 There were no declarations of interest declared.

SC/16/6.0 Minutes of the previous meeting –.

6.1 Cllr Willett **proposed, seconded** by Cllr Syred that the minutes of the meeting of 22nd March 2016 be accepted as a



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

Email: spcclerk@btconnect.com
Email: steypingcentre@btconnect.com

true record and be duly signed. **Agreed**

SC/16/7.0 Matters arising and Actions – to consider matters arising and actions from the previous minutes.

- 7.1 -61.1 Working party to discuss conditions of hire – It was agreed to look at these later in the year.
- 7.2 - 61.2 Update on charts for utilisation and revenue - The charts were reviewed.
- 7.3 - 62.2 Advertise film night on Martins (paper shop) Notice Board - this was done and it was noted that there were some people that attend for the first. The poster was put up for 2 weeks before the film at a cost of £4.50.
- 7.4 - 63.4 Create survey for customers - ongoing
- 7.5 - 63.5 Get Cost for window cill covers in Saxon room – Caretaker is working on some ideas for this.
- 7.6 - 64.2 Investigate requirement for hot water in corridor toilets – The plumber has informed that hot water is a requirement . A quote is an agenda item.
- 7.7- 64.3 obtains quotes for roof work - agenda item
- 7.8 - 64.4 Purchase wi-fi extender - the extender has been purchased and works well.
- 7.9 - 64.5 Purchase new phone for office - new phone is installed
- 7.10 - 64.6 obtain quote for new bin store – Agenda Item
- 7.11 - 65.1 Organise U3A table for the foyer. – Done and has been well used.

SC/16/8.0 Deputy Clerk's Report and Steyning Centre update –

- 8.1 A member of the U3A has offered to try to get funding to replace the 15year old dishwasher in Saxon room. The Deputy Clerk will liaise with the U3A to apply for a commercial dishwasher if possible.
- 8.2 The sebo vacuum clean has ceased working - It was agreed to carry out a service on the machine and if the fault cannot be repaired to replace the vacuum cleaner at a cost of £260.00.

SC/16/9.0 Business performance – to receive a business performance report.

- 9.1 The Film for April , Bridge of Spies had 172 attend and gave a gross profit of £515.40 the wine sales gave a profit of £40.21. Brooklyn had 129 people attend with a gross profit of £503.14, wine sales profit £27.50
- 9.2 The hours for March and April were down compared to last year the balance is also down. It was noted that Easter this year was between the 2 months and would have contributed to the hours and balance being lower.

SC/16/10.0 Staffing Matters - to receive staffing information.

- 10.1 Lou Weeks has indicated that she wishes to reduce her hours and will just cover holidays and sickness. An advert has been placed in Martins and on the Parish Council Notice Board. So far there have been 2 persons interested. The advert will run until 27th May.

SC/16/11.0 Financial items – to receive details of Income & Expenditure for the Steyning Centre.

- 11.1 To receive the Income & Expenditure Reports for April 2016.
Cllr Northam proposed, seconded by Cllr Syred that the income and expenditure be agreed as a correct record. Agreed.
- 11.2 4 quotes were received for the recommended roof repairs, there were £3375.00 , £4614.00, £4138.00 and £2756.00. Cllrs asked for Rogers Toms to look at the quotes and send a report to the committee for them to make a decision before the next meeting.
- 11.3 A quote for bin store was received at £1750.00. Cllr Northam proposed, seconded by Cllr Willett that the work be carried out to comply with fire regulations. Agreed .
- 11.4 A quote to weed and feed grass outside coombe court has been received at £22 per quarter. Cllr Willett proposed, seconded by Cllr Hanson that the work be carried out. Agreed
- 11.5 A quote to replace the taps and install a heater to serve both corridor toilets has been received at £868.00 plus VAT . Cllr Willett proposed, seconded by Cllr Toomey that the quote be accepted and the work ordered. Agreed.

SC/16/12. Correspondence – to discuss incoming correspondence.

- 12.1 A letter has been received from the Sussex Healers Association thanking the Caretakers and Staff for the hard work and help received during organising and running of their event.



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

Email: spcclerk@btconnect.com
Email: steyningcentre@btconnect.com

SC/16/13.0. Date of the next meeting – Tuesday 28th June 2016. 7.30pm

The Chairman closed the meeting at 8.50pm



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

Email: spcclerk@btconnect.com
Email: steyningcentre@btconnect.com