

Steyning Parish Council



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STEYNING CENTRE COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 27th OCTOBER 2015 AT 7.30PM

Present: Cllrs Willett, Northam and Syred. Associate Cllr Toms

Members of the public: None

Clerk: Hazel Roxby

Questions from Floor: None

The meeting was convened at: 7.30pm

MINUTES

SC/15/27. Apologies for absence were received and accepted from Cllrs Picking, Trundle, Bowell and Lloyd

SC/15/28. Declarations of Interest – None for this meeting

SC/15/29. Minutes of the previous meeting

Cllr Willet **proposed, seconded** by Cllr Syred that the minutes of the meeting of 15th September 2015 be accepted as a true record and duly signed. **Agreed**

SC/15/30. Matters arising and Actions

30.1 - 14.1 The extra clause has been added to the Terms of Reference.

30.2 - 20. Cllr Syred informed that ratio of adults to children for supervision purposes are aged group 9-12 years 1 adult to 8 children and ages 4-8 is 1 adult to 6 children. The supervisors would all need to have a DBS's. Councillors agreed that going forward with the idea of a children's Saturday morning film would not be possible at present.

30.3 - 21.2 The automatic gas safety valve servo has been replaced.

30.4 - 21.3 Safety wire bonds have been received and will be installed soon.

30.5 - 21.3 Budget items Agenda Item

30.6 - 21.4 The tree removal and trimming has been done.

30.7 - 21.5 Memorial seat has been installed.

30.8 - 22.1 Working party, Cllr Northam, Lloyd and associate member Roger Toms, to discuss C of H proposals consult insurers, report back to committee with recommendations is ongoing.



Parish Clerk: Rebecca Luckin
Deputy Clerk: Hazel Roxby

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SC/15/31. Deputy Clerk’s Report and Steyning Centre update

- 31.1 Tickets sold for October film were 132, making a net profit of 253.78. The wine profit was £26.50.
- 31.2 A member of the public had a fall in coombe court which resulted in a broken hip.
- 31.3 Councillors met with Mrs Marion Pickup, Playgroup leader, to discuss her fencing proposal for 2 areas at the Steyning Centre. The proposal in principle was accepted. Cllr Willett proposed, second Cllr Northam that a drawing and specification of sizes and materials be produced and Cllr Toms was delegated to check and approve the details so that the fence can be erected by the end of November.

SC/15/32 Business Performance -

- 32.1 The hours of hire for September are slightly down this year compared to last year the income is also slightly down.
- 32.2 There have been 3 queries via the website but no bookings were made.
- 32.3 Councillors discuss possible ways to fill the gaps in lettings . It was noted that gaps are mainly in afternoons and school holidays.

SC/15/33. Financial items

- 33.1 Councillors received the Income & Expenditure Report for September 2015.
Cllr Syred **proposed, seconded** by Cllr Willett that the reports be accepted. **Agreed**
- 33.2 A first draft of the budget was circulated to the committee members present.
It was noted that in April 2016 a mandatory living wage of £7.20 per hour will be introduced by Government and therefore the caretakers salaries will have to be increased. Cllr Willett **proposed, seconded** by Cllr Northam the increase in salaries to comply with the mandatory living wage and 2 extra hours per week or preventative maintenance for one of the existing caretakers. **Agreed.**
Considerations were discussed for the replacement shutters on stage lights with bonds and clips £120.00, replace 2 lanterns at £330.00 , the annual stage lighting PAT test @ £450.00 and budgeting half the floor maintenance cost £1,500 which is due to be done in summer 2017.
- 33.3 It was noted that the Dor Guards on Coombe Court and Saxon Room fire doors do not work as they should due to the sprung floors. Investigations and costings for alternatives will be carried out and reported to the next meeting.

33.4 Replacement of Office Chairs for Clerk and Deputy Clerk was agreed.

SC/15/35. Correspondence

35.1 An email has been received from Diana Gibson, Chairman of the Film Society, saying that the dishwasher was not working satisfactorily for their film evening and also that the kitchen door had come off the hinges. The equipment has been checked and a response has been sent.

SC/15/36. Community Infrastructure Levy – None for this meeting

It was queried if there is any money in the pot at present and what the money could be spent on.

SC/15/37. Date of the next meeting – 7.45pm Tuesday 15th December 2015.

The meeting closed at 8.40pm

Signed: Date: 15th December 2015.
Chairman



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Actions

- 30.8 Working party, to discuss C of H proposals consult insurers, report back to committee with recommendations, Cllr Northam, Lloyd and associate member Roger Toms
- 31.3 check and approve the details of proposed fence with Marion Pickup Roger Toms
- 33.2 Include in budget salary increase, 2 extra maintenance hours and considerations Clerk
- 33.3** Investigate Dor Guard replacement and costs involved D/Clerk
- 33.4** Order chairs D/Clerk
- 36 How much CIL money is there and what could it be spent on Clerk