

Steyning Parish Council



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STEYNING CENTRE COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 15th September 2015 AT 7.45PM

Present: Cllrs Lloyd, Trundle, Willett and Syred.
Associate Cllr Toms

Members of the public: None

Clerk: Hazel Roxby

Questions from Floor: None

The meeting was convened at: 7.50pm

MINUTES

SC/15/14 Agree Terms of Reference – To discuss amendment and adopt the Terms of Reference

14.1 At the last it was agreed that Cllr Northam check the parish Council insurance with regard to the Steyning Centre and the terms of reference. Cllr Northam recommended the following clause be added:

To ensure that the insurance provision for the Steyning Centre is in place and provides adequate cover including but not limited to cover for buildings and contents, public liability and employer liability. Furthermore to ensure that any conditions pertaining to the insurance schedule are observed.

Cllr Willett **proposed, seconded** by Cllr Syred that the paragraph is added to the Terms of Reference and the document be adopted. **Agreed**

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

SC/15/16. Declarations of Interest – None for this meeting

SC/15/17. Minutes of the previous meeting

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

SC/15/18. Matters arising and Actions

18.1 - 3. Agree Terms of Reference – **Agenda Item**

18.2 - 7.1 DBS (Disclosure and Barring Service) for all staff have been processed and are all clear.

18.3 - 8.7 Tom Packer has carried out repairs to the main cable to the control board and PAT test and repairs to the spot lights. All are now working and report has been circulated to the committee for consideration. **Agenda Item**



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18.4 - 8.9 Following the removal of a tree in front of the Steyning Centre, the Clerk contacted Will Jones concerning the removal of the lower branches from their trees. There was no objection but also no resources. Quotes have been obtained and are **an Agenda Item**.

18.5 - 10.1 The Clerk and Cllr Northam have discussed the financial reports for April May and June and the query has been resolved. Accepting the reports is an **Agenda Item**

18.6 -9.2 Councillors requested analysis and breakdown, i.e. private bookings, organisations, corporate use, income, repeat bookings and would like feedback in order to understand how current advertising is working. A list of all regular bookings was sent to all councillors and the business performance charts indicate one off/private bookings. The website generates bookings.

HDC and WSCC advertise the Steyning Centre on their websites. Majority of new bookings are from word of mouth or from attending a function or event being held at the centre.

SC/15/19. Deputy Clerk's Report and Steyning Centre update

19.1 Film nights - 114 tickets sold for the August film (net profit of £264.40).

19.2 Re-decoration of the Steyning Centre has been carried out.

19.3 Catercraft repaired the dishwasher in Coombe Court.

19.4 Coombe Court and Saxon room floors have been sanded and re-coated. Numerous comments of approval from customers have been received.

19.5 Jaytek has carried out the work to enclose the bin area.

19.6 Service of heating boiler, Gas water heater and ventilation system has been carried out. An oil leak was found on the Gas safety shut off valve – consider quote for replacement is an agenda item.

SC/15/20 Business Performance -

20.1 The hours of hire for July and August were circulated to all councillors prior to the meeting and taken as read. Cllr Syred queried if a children's holiday's cinema had ever been considered, it was noted that the persons running it would need DBS's and the ratio of adult to children had never been investigated. Cllr Syred agreed to investigate and report back to the next meeting.

20.2 Website

There have been 4 queries through the website and 1 resulted in a fortnightly booking for the autumn term.

SC/15/21. Financial items

21.1 Councillors received the Income & Expenditure Report for August 2015, also April, May, June and July 2015. Cllr Lloyd noted that it is hoped that consolidated reports will be produced soon. Cllr Lloyd **proposed, seconded** by Cllr Willett that the reports be accepted. **Agreed**

21.2 A quote for replacement of the automatic gas safety valve servo at £389.00 +VAT was considered. Cllr Willett **proposed, seconded** by Cllr Lloyd that the quote be accepted. **Agreed**

21.3 The stage lighting report and recommendations from Tom Packer was sent to members and taken as read- It was noted that 4 lanterns were decommissioned and left in the cupboard, Roger Toms agreed to discuss with Tom Packer the best way of disposal/selling of the unusable lanterns.

Recommendations are to purchase 9 safety wire bonds at £3.50 each which can be fitted by the caretaker, replace the shutters on the front of the lights with bonds and clips a total cost of £120.00 and replace either 4 or 2 of the decommissioned lanterns at £330.00. Cllr Lloyd **proposed, seconded** by Cllr Trundle that the safety wire bonds are purchased asap, the bonds and clips and 2 replacement lanterns be added to the budget next year as well as the cost of the annual PAT testing @ approximately £450. **Agreed**

21.4 2 quotes to remove lower branches of HDC trees and remove 2 x Cordyline Australis had been received, Andrew Gale £150.00 and DJ Flynn £75.00. Cllr Willett **proposed, seconded** by Cllr Syred that DJ Flynn's quote be accepted. **Agreed**

21.5 A member of the public has requested placement of a memorial bench on the patio at back of Steyning Centre, the gentleman will pay all costs and give £100.00 for future maintenance of the seat. It was noted that the seat should be anchored to the ground. This was **Agreed**.



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21.6 Review of utility costs. The gas and electricity bills are ever increasing, the Clerk is reviewing suppliers as each contract ends, the light bulbs are being changed where possible to energy saving bulbs when renewed, the hot water thermostat has been turned down where possible to try to reduce costs. Further suggestions are to encourage good housekeeping with customers e.g. turning off lights and radiators as they leave and not to have the lights unnecessarily. A suggestion of doors across the gallery in Coombe Court was made. It was agreed to monitor costs and report back to a future meeting.

SC/15/22 Consider amendments to Conditions of Hire.

22.1 Cllr Northam has suggested amendments and additions to the full conditions of hire document; these were circulated to all members and taken as read. Cllr Willett **proposed, seconded** by Cllr Lloyd that the proposals made by Cllr Northam be discussed by a working party of Cllrs Northam, Lloyd and associate member Toms and report back to the committee once the insurers have been consulted and a report drafted. **Agreed**

SC/15/23. Correspondence

None for this meeting

SC/15/24. Community Infrastructure Levy – None for this meeting

SC/15/25 –Confidential Item

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

The Clerk and Roger Toms met with a user group requesting that the conditions of hire must be adhered to. Following a discussion of issues it was agreed that a reminder letter of the conditions of hire, requesting return of a signed copy, be sent adding that cleaning and maintenance costs maybe incurred if the issues continue. The situation will be monitored and reported back to committee in November.

SC/15/26. Date of the next meeting – 7.30pm Tuesday 27th October 2015.

The meeting closed at 9.10pm

Signed: Date: 27th October 2015.

Chairman



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Action list Steyning Centre 15/09/15

14.1 Add clause to Terms of Reference	Deputy Clerk
20.1 Investigate requirement ratio of adult supervision to child	Cllr Syred
21.2 Accept quote for replacement of the automatic gas safety valve servo	Deputy Clerk
21.3 Order 9 safety wire bonds at £3.50	Deputy Clerk
21.3 Budget to replace shutters on stage lights with bonds and clips £120.00 replace 2 lanterns at £330.00. annual PAT test £450.00	Clerk
21.4 Accept DJ Flynn quote £75.00. for tree removal and trimming	Deputy Clerk
21.5 Inform member of the public request for seat is agreed.	Deputy Clerk
21.6 Change suppliers where possible, encourage good housekeeping	Clerk/Deputy Clerk
22.1 Working party to discuss C of H proposals consult insurers, report back to committee with recommendations	Cllr Northam, Lloyd and Toms
25.1 Write reminder letter to user	Clerk



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