

Detailed Income & Expenditure by Phased Budget Heading 01/10/2018

Month No: 6

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>Premises & Steyning Centre Ctt</u>							
202 Public Toilets							
4005 Insurance	105	100	(5)	100		(5)	105.2%
4250 Public Toilets - opening/closing	495	600	105	1,200		705	41.3%
4252 Electricity	258	276	18	550		292	46.8%
4253 Water Charges	316	498	182	1,000		684	31.6%
4254 Rates	303	350	47	350		47	86.6%
4256 Repairs, pdh, consumables	0	498	498	1,000		1,000	0.0%
	<u>1,477</u>	<u>2,322</u>	<u>845</u>	<u>4,200</u>	<u>0</u>	<u>2,723</u>	<u>35.2%</u>
	<u>(1,477)</u>						
Public Toilets :- Indirect Expenditure							
Movement to/(from) Gen Reserve							
303 Playing Field Costs							
4253 Water Charges	92	474	382	950		858	9.7%
	<u>92</u>	<u>474</u>	<u>382</u>	<u>950</u>	<u>0</u>	<u>858</u>	<u>9.7%</u>
	<u>(92)</u>						
Playing Field Costs :- Indirect Expenditure							
Movement to/(from) Gen Reserve							
401 Steyning Centre							
1003 Clubs Lease Rentals	1,816	2,600	784	3,400			53.4%
1007 Room Hire	22,904	29,500	6,596	63,000			36.4%
1008 NHP Income	0	9,000	9,000	15,000			0.0%
1010 Miscellaneous income	22	126	104	250			8.7%

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1015 Coffee Machine Income	290	498	208	1,000			29.0%
1017 Income Film Night	3,185	3,252	67	6,500			49.0%
1020 FITS Receipts	777	290	(487)	800			97.1%
1021 Elec recharge income	4	0	(4)	0			0.0%
Steyning Centre :- Income	28,997	45,266	16,269	89,950			32.2%
4004 Telephones and Alarm	(0)	0	0	0		0	0.0%
4053 Entertainment Licence	0	1,250	1,250	2,000		2,000	0.0%
4252 Electricity	1,243	2,500	1,257	5,000		3,757	24.9%
4253 Water Charges	806	2,250	1,444	4,500		3,694	17.9%
4254 Rates	5,621	5,276	(345)	10,550		4,929	53.3%
4257 Gas	658	3,200	2,542	6,400		5,742	10.3%
4310 Grounds Maintenance	1,314	1,752	438	3,500		2,186	37.5%
4341 Repairs & Tree works	0	0	0	500		500	0.0%
4342 Repairs/Mtce/Renewals	8,467	2,502	(5,965)	5,000		(3,467)	169.3%
4401 Trade Waste	1,219	1,428	209	2,850		1,631	42.8%
4402 Annual Maintenance Contracts	3,774	6,400	2,626	12,000		8,226	31.4%
4404 Alarm System	0	500	500	500		500	0.0%
4406 Cleaning and Consumables	1,018	1,248	230	2,500		1,482	40.7%
4407 Coffee Machine Expenditure	42	234	192	350		308	11.9%
4408 Film Night	2,051	1,998	(53)	4,000		1,949	51.3%
Steyning Centre :- Indirect Expenditure	26,212	30,538	4,326	59,650	0	33,438	43.9%
Movement to/(from) Gen Reserve	2,785						
Premises & Steyning Centre Ctt :- Income	28,997	45,266	16,269	89,950			32.2%
Expenditure	27,781	33,334	5,553	64,800	0	37,019	42.9%
Movement to/(from) Gen Reserve	1,216						

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Report from Steyning Centre working Party meeting of Tuesday 23rd October to discuss the programme of works for future maintenance.

Councillors carried out an inspection of the building and noted the following as items needing attention.

External

- Painting of the Offices windows, committee rooms 1, 2 and 3 windows and the front doors -suggest professional painter
- Underneath windows cils could be painted and perhaps colour changed from white
- Cut back of shrubbery on the bank by Committee room 3. Clearing gutters and removing cobwebs is urgent
- Change outside toilet door furniture and paint doors and do a high level clean on the inside.
- Replacement of outside store cupboard door (back of Saxon Room) include a kick strip
- Back door to long store cupboard from Coombe Court needs a kick strip.
- Soffits and fascias all round need attention – painting and some remedial work.
- Possibly extend bin store to incorporate the shielding/masking of salt pallets

Internal

- Fire Door painting and door surrounds to be completed (painting or re-varnish them)
- Door replacements needed for committee 1 and 2 and the door to Saxon and coombe kitchens (3 doors)
- Curtains being relined but should they be replaced – pattern looks dated. Gallery curtains certainly does.
- Kick plates are required for some doors and check door furniture.
- Chairs getting grubby and fabric splitting, legs bowed – maybe a sponsor a chair replacement campaign – 250 chairs @£50 each (chairs were bought in 2004 and cost £7,500 for 250)
- Who has the Steyning Tapestry? Should it be hung in Coombe Court.
- Get internal painting done by professionals
- Small kitchen down corridor needs replacement flooring
- Heater - One each in Coombe Court and Saxon Room kitchens – does it work – need repair or discard – check with contractor.
- Floor in Coombe kitchen is good for a few more years
- New bin required for Coombe Kitchen
- Dishwasher in Coombe Kitchen needs to be serviced and query replacement.
- Saxon Room kitchen floor needs replacing

Committee rooms

- Remove curtains – have platinum shutters ? roller blinds ? Bring options to meetings
- Replace both fire doors – as noted above
- Change colour of skirting board – decide a colour at next meeting
- New carpet required – grey speckled effect. – get carpet samples
- HAVE THE COMMITTEE ROOMS AS A TRIAL FOR THE DECORATING OF THE REST OF THE BUILDING.

Red = advise for next years budget

Blue = being carried out by Caretakes, Gardener or contractor.

Orange = 2020-2021 budget requirement



QUOTE NUMBER
6251

DATE
2 October 2018

VALID UNTIL
1 November 2018 at 4:31pm

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FOR
Steyning Parish Council
TO
Hazel

Water Survey and L8 Risk Assessment - Steyning centre, sport changing pavilion, high street toilets and store room - Due November 2018

L8 Risk Assessment & Schematic Drawing	360.00
	x 1
	360.00

Legionella Samples	40.00
	x 10
Steyning Centre - 2 x Representative hot water outlets	400.00
High Street Toilets - 1 x Calorifier & 1 x Furthest hot outlet from Calorifier	
Sport pavilion - 3 x Calorifiers & 3 x Furthest hot outlets	

TVC, E Coli & Coliforms Samples	40.00
	x 6
Steyning Centre - 2 x CWS & 2 x Furthest cold outlets	240.00
High Street Toilets - 1 x Representative cold outlet	
Sports Pavilion - 1 x Representative cold outlet	

Subtotal	1,000.00
VAT 20%	200.00
Total GBP including VAT	£1,200.00