

Item 9.1

Steyning Centre Premises Report

Matters Arising and Actions

7.3.iii -LED Lighting – Saxon Room and the Committee rooms have been completed

The Contractor is coming back Thursday 1st October to do the Office and Foyer lights

Report for film nights – The film night In August which was Big Liar went very well. All the customers were very pleased and grateful that the council have restarted the films and given them an evening to look forward to. We also had an email of thanks for well organised evening.

54 tickets were sold which gives a loss of £57.97. There was a profit of £8.25 on the wine

The film in September was Judy with 40 tickets sold, this leaves a loss of £119.97. There was a profit of £11.90 on the wine.

The next film on 5th October is Official Secrets and so far 29 tickets have been sold.

Tickets are sold in advance to enable caretakers to set up the correct amount of socially distanced chairs and tables. Refreshments are served to their table during the break. A track and trace list is kept for the required 3 weeks to comply with government guidelines, there is also the QR poster, as per the Government Guidelines that customers can check in with. A one-way entrance and exit system managed by the staff ensures we comply to Covid safe guidelines. Masks are worn by all staff and social distancing is adhered to when interacting with customers and visitors.

Coffee Machine Report – There has been £1 income from the coffee machine since lock down on 20th March therefore there is an average cumulative loss of £401.00 up to the present day.

Update on work undertaken by caretakers – The caretakers are continuing to carry out the sanitising of the play areas twice a day, which is 4 hours a day (28 hrs per week), and cleaning the High Street Toilets 3 times a day, which is approximately 4 hours a day (28 hours per week, Matthews Contacted hours). The Changing rooms have been cleaned twice weekly at 4 hours per week. The Steyning Centre is now getting many groups back and the caretakers are therefore working shifts and sanitising the centre every day, which on average is working out at 25 hours per week. This now means that the caretakers (not including Matthew as his are contracted) are working approximately 19.5 hours per week each.

High Street toilets

The locking and unlocking system with the member of public is working well. He informs Deputy Clerk immediately if there are any issues when he attends the site.

Memorial Playing Field

Changing Room plumbing issues – a broken corner on the gutter at the changing rooms has been reported. Our handy man contractor has tried all outlets available to him to get a match for the gutter but to date has not been successful.

Steyning Centre

Many of the Regular customers have been gradually returning to the centre for their weekly/monthly bookings since the guidelines allowed in July. 5 groups returned in July, a further 6 groups returned in August and another 8 groups have returned this month. We have had 3 new groups start during September. Two groups, the Film Society and The Art Society

Steyning have pledged to pay for the bookings that they would have had if there had not been a lockdown and are continuing to pay for their bookings even though they have not yet returned to using the centre yet.

Report on income and losses on the Steyning Centre

The Bookings for July gave an income of £1023.26. The planned income should have been £2,840.14 which gives a loss of £1,816.88

The income for August was £1,122.21 and the loss was £1,176.84

The income for September is £2,784.66 and the loss is £1,913.90

Steyning Centre annual/ 6 monthly checks

The 6 monthly Fire and intruder alarm were tested on 17th August. No issues were reported.

The annual checks on the cookers and fridges were carried on 12th August. No issues were reported.

The annual PAT's testing and fixed electrical testing were carried out on 11th and 12th August. A report is awaited but there were no issues highlighted as urgent on the days of the testing.