

Steyning Centre Premises Report

Item 8.1.1

Matters Arising and Actions

LED Lighting – Saxon Room, Committee rooms, the offices and the foyer have now been completed. The sensor to the lights in the corridor have been done and stage one of the LED project is now complete.

Report for film nights – The film night In November the film was The personal life of David Copperfield.

The tickets sold were 46 tickets which was an income of £276.00. the film projectionist and the royalties for the film hire costs were £244.67 and the hall hire net cost was £68.97 leaving a loss of £37.64. A profit of £19.45 was made on the sale of wine during the evening.

There was no film night in December- it usually clashes with late night shopping so there hasn't been one in December for many years.

The next film night is planned for 6th January and is Radioactive, based on the true story of the Marie Curie discovery.

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 have stopped the cleaning

of the play area equipment as per the decision made at the F&GP committee on 10th November

The cleaning the High Street Toilets continues to be 3 times a day. The Steyning Centre had until

the November lockdown been getting many groups back and the caretakers were working shifts every day sanitising the centre as well as setting up and clearing up after bookings.

The painting of the Saxon Room, corridor, Foyer and the Committee rooms was carried out during the November lockdown.

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. Steve Cowley has been asked to give a price for undertaking this work. **Ongoing**

Steyning Centre

At least 20 of the regular groups had returned to using the Steyning centre before the November lockdown. The only group allowed during this lockdown was the preschool which continued to come 4 days a week.

During December 13 of the groups returned (the yoga classes, keep fit classes, Pilates and 2 of the dance groups).

The income and losses are reported further on in this report

The Film Society have informed that they are no longer able to sustain paying for the coombe court while they are not using it. The Art Society Steyning have also pledged to continue to pay for the bookings that they would have had if there had not been Covid Pandemic. A letter of thanks has been written to the Society.

The film Society have now confirmed that they are unable to return to bookings until at least January but unfortunately are unable to continue to pay for room bookings that they are not attending. The Society paid for 5 bookings hall hire that they did not attend.

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 planned income for August was £2,299.05 the actual income was £1,122.21 and the loss was £1,176.84

The planned income for September was £4,698.56, the actual was £2,784.66 and the loss was £1,913.90

The planned income for October was £6,218.04, the actual income is £4,192.26 and the loss is £2026.02

The planned income for November was £7,159.60, the actual income was £1,713.68 and the loss was £5,445.92.

The planned income for December was £4,212.61, the actual income was £2,232.96 and the loss was £1,979.66.

The planned income for January, February and March should have been £16,398.78 the customers that have said that they will be returning in the new year, if there is no additional lockdown, will give an income of £10,215.81 therefore giving a loss of £6,182.97. But this is completely dependant on government guideline changes and possible further lockdowns.

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.

Catercraft have carried out the annual service to the gas cookers and refrigerators in the kitchens. There are no issues reported.

The Bi-Annual legionella's inspection was carried out on 2nd and 3rd December- the report is awaited.

Issues

There was an issue with the front door lock and fire door push bar. The lock seized up and has caused the internally workings of the push bar to break inside the bar. This has now been replaced and is working fine.

Report by Hazel Roxby