

Item 8.1

Steyping Centre Premises Report

Matters Arising and Actions

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

Report for film nights – The film night In October the film was Official Secrets. We sold 43 tickets which was an income of £258.00. the film projectionist and the royalties for the film hire costs were £239.67 and the hall hire net cost was £68.97 leaving a loss of £50.64. A profit of £11.40 was made on the sale of wine during the evening.

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 paly 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 Steyping 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 each caretaker (not including Matthew as his are contracted) is 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. Steve Cowley has been asked to give a price for undertaking this work.

Steyping 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, another 8 groups returned in September and 1 more has come back in October. There have been 5 new groups start at the centre since July.

The Film Society pledged to pay for bookings that there were not attending during the Autumn season to support the Steyping Centre. A letter of thanks was written to the Chairman of the Society. The Art Society Steyping have also pledged to pay for the bookings that they would have had if there had not been a lockdown. 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 £4192.26 and the loss is £2026.02

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.

Issues

There has been 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. A price for a replacement push bar and lock has been requested.