

## **FOI Request**

**From:**

**Sent:** 06 January 2021 07:12

**To:** Steyning Parish Council - Clerk <[clerk@steyningpc.gov.uk](mailto:clerk@steyningpc.gov.uk)>

**Subject:** Hiring Details of Steyning Centre

John, under the Freedom of Information Act, would you please forward me details as listed below concerning the hiring of the Steyning Centre. Thank you. I want to be sure we are not double-counting.

1/ The number and amount of advance payments retained by SPC as agreed by hirers because of Covid cancellations in this financial year intended for payment for future use of Centre as and when the Centre eventually opens.

2/ If there are amounts to be carried forward where are these amounts shown in the accounts?

3/ Concerning advance payments, the amount donated to SPC by hirers instead of being carried forward.

4 How have donations been recorded in the accounts?

Please acknowledge and advise when this matter will be dealt with. Thank you

Cllr **Goldsmith**

## **Answer**

In reference to your recent Freedom of information request – dated 6<sup>th</sup> January 2021 and noted below.

Please see the following answers to the questions raised:

**Q1.** - The number and amount of advance payments retained by SPC as agreed by hirers because of Covid cancellations in this financial year intended for payment for future use of Centre as and when the Centre eventually opens?

**A1.** – This is the current, up to date {10<sup>th</sup> February '21}, list of outstanding payments made by groups in this financial year, which cover room hire that has had to be cancelled because of Covid restrictions and the Steyning Centre closure due to the Covid pandemic government enforced measures, plus name of the groups concerned:-

|    |              |                  |
|----|--------------|------------------|
| 1. |              | - £73.45         |
| 2. |              | - £425.34        |
| 3. |              | - £215.03        |
| 4. |              | - £30.87         |
| 5. |              | - £212.32        |
| 6. |              | - £91.69         |
|    | <b>TOTAL</b> | <b>£1,048.70</b> |

**These amounts are then held as credits to be used to cover room hire by that group when the Centre re-opens, and an appropriate time slot can be booked in for them**

**Q2.** - If there are amounts to be carried forward where are these amounts shown in the accounts?

**A2.** – **These payments have been made and are shown in the accounts therefore under ‘Room Hire’**

**Q3.** - Concerning advance payments, the amount donated to SPC by hirers instead of being carried forward.

**A3.** – **Two groups have chosen to pay us for Room Hire fees despite them knowing they would not be using the facilities, and rather than asking that these amounts go forward to cover future use (as credits) they have, as has been reported on several occasions, very kindly asked that the monies are not reimbursed or put forward as credits but that they go towards assisting the Steyning Centre finances over this extraordinarily difficult financial year.**

These groups being 1. – **Film Society** £1,139.81  
2. – **TASS** £373.73

**Not all of this money has been recorded as donations as the initial payments were made for room hires and therefore stay within the room hire fees income heading within the SPC accounts.**

**Q4.** - How have donations been recorded in the accounts?

**A4.** – **Donations are recorded within the accounts under the heading ‘Donations’**

We hope this information adequately covers your request.

If you find this unsatisfactory, then in the first instance we ask that you reply to the Clerk, with then procedures in place which can be followed and will be outlined to you, should you still not be satisfied with the response received.

Yours sincerely

John

