

Steyning Centre Premises Report

Item 8.1

The Steyning Centre had to close to all bookings on 26th December when West Sussex went into tier 4 and have had to remain closed except for Pre School and Blood Donors until 12th April 2021. From 12th April we can allow any children's activities restricted to groups of 15 and wakes and wedding receptions up to 15 attendees.

The youth drama has booked to return on 19th April and the sing and sign group are returning on 22nd April. Both bookings are weekly events.

From 17th May we are able to have the Yoga, tai chi, keep fit, film night etc with social distancing measures in place. All of these groups have confirmed that they wish to return as soon as possible. Groups such as the Film Society, History Society and flower Club have confirmed that they will restart in September.

Film Nights can restart from 2nd June with social distance seating and one-way systems in place as we had during the last sessions in Oct and November last year. The film will be Radioactive, based on the true story of the Marie Curie discovery. The film was planned for January 21 but had to be cancelled. The customers that had purchased tickets did not want refunds, they have kept their tickets and are waiting for the films to restart.

Lighting

LED lighting phase one is now complete

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 cleaning of the Steyning Centre has been continued as the pre-school are in from Tuesday to Friday and the staff and building control persons are in daily.

Caretakers have continued the painting of the Saxon Room, Coombe Court, corridor, Foyer and the Committee rooms, the foyer and corridor ceilings have been painted following leaks during the xmas period. The Changing rooms has been painted, all the seats and all woodwork has been painted. The gutters at the Steyning Centre have been cleared out the fence panels have been cleared of ivy and painted with preserver. Benches on the MPF and the Steyning Centre have been repaired where necessary, rubbed down and re-treated with preserver.

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 and Mark Streeter have both informed that the gutter we have in place at present is obsolete and neither have been able to find a spare piece. I have noted that a back corner has been moved to the front area for the time being.

There have been no plumbing issues since the repairs were carried out in June/July last year.

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.

Steyping Centre income

The total income for rooms used during the pandemic for the year from April 2020 to March 2021 was £19,239.81

Grants received from HDC for loss of income is £24,000.00

Therefore the total of income and grants is £43,239.81

The **expected** income for rooms booked on the bookings software for the 2020/21 was £66,843.74.

Steyping Centre annual/ 6 monthly checks

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

The annual checks on the cookers and fridges were carried out 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.

The automatic door service was carried out on 15th January - there were no issues reported.

Solar Panels

The income from the solar panels from April 2020 to March 2021 is £1,190.89. The solar panels were installed in the summer of 2010 the total money received since then is £10,009.97