

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
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THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 3RD APRIL 2018 AT 7.30PM

Present: Cllrs Hanson, Picking, Muncey, Northam and Sullivan

Members of the public:

Minutes: Deputy Clerk: Hazel Roxby

Minutes

PR17/107 Apologies for absence

107.1 Apologies of absence were received and accepted from Cllr Toomey and Syred

PR17/108 Declarations of Interest

108.1 There were no declarations of Interest received from Cllrs.

PR17/109 Questions from the Floor

109.1 None

PR17/110 Minutes of the previous meeting

110.1 Cllr Muncey **proposed, seconded by** Cllr Sullivan that the minutes of the meeting of 6th March 2018 be accepted as a true record of the meeting.
Agreed.

PR17/111 Matters arising and Actions

111.1- The Rampion Grant request for LED lighting has been turned down due to a
100.1 large number of applications for this round of funds. Rampion has urged the council to try again. The Clerk with the help of the Partnership will apply again. Deputy Clerk was requested to find out when the next round of grants with Rampion will be allocated.



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

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111.2-100.3 Letter sent to Tennis Club requesting the gate to the toilet being left unlocked for the public when the club house is open. Awaiting a reply. The letter to be circulated to all councillors.

111.3-89.4 Electric cooker has been delivered and is installed and working.
The work for the gents toilet flooring is almost complete with the last coat being applied this week.
Information for New Signage - Ongoing
The coffee machine has been installed and has had good feedback from 90% of the existing users, negative feedback has been due to the price increase from 40p to £1.00. £32.00 was taken in the first week and all comments on the taste have been that it is a much better quality.

111.4-101.1 Report from Steyning So & Sews is awaited.

111.5-102.4 New signs for the High Street gents urinals have been purchased and installed.

PR17/112 Deputy Clerk's Report and Steyning Centre update

112.1 A new Caretaker has been employed on a 3 month trial. He has worked on a hand over from James on the maintenance and caretaking for a week.
Should the position not workout for any reason advertising in a wider area and through the local job centre were discussed as possible additional options to run along with the usual local advertising.

112.2 The Film shown in February was Churchill and was attended by 158 people. The profit from this was £339.87. Victoria and Abdul was shown in March with an audience of 119 persons giving a profit of £210.74. The total profit for April 2017 to March 18 £1724.60. The next film on 4th April is Murder on the Orient Express.

112.3 Solar panel income from April 17 to March 18 is £940.66. The amount received from the solar panels since November 2010 is £6979.69.

112.4 The removal of the pay phone has left a large space on the wall at the entrance to the Steyning Centre. It was suggested that a wall type leaflet holder should be investigated and reported back to the next meeting.

PR17/113 Cricket Pavilion, Bowling and Tennis Club House and High Street Toilets

113.1 The replacement fire alarms is an agenda item

113.2 Cllr Muncey informed that the Steyning Football Club will be adding 2 further football pitches to the MPF and will therefore have more young people playing during their next season. It was discussed whether a charge for the use of the pavilion toilets should be made but it was agreed at present to continue as it has been with free use as long as the group keep the pavilion clean. It was suggested that the Deputy Clerk liaise with the Clerk to write to the club to remind them of the present agreement and inform that a charge may be introduced at some time in the future.

Deputy Clerk to check the annual cost for running the Pavilion and report to the next meeting.

PR17/114 Financial items

114.1 To sign the Income & Expenditure Reports for March 2018.
Report was not available due to the Easter break.

114.2 The quote for the replacement of Committee room 3 blinds to match the offices and small kitchen blinds is £452.50 plus VAT. Deputy Clerk was requested to check on the rental costs of an office and report back to next meeting the costs and the rental figure that is charged annually to HDC. Cllr Northam **proposed, seconded** by Cllr Hanson that the blinds are purchased for committee room 3. **Agreed.**

114.3 The cost to replace 4 Fire alarms will be £41.64 in total and can be replaced by the caretaker. Cllr Muncey **proposed, seconded** by Cllr Sullivan that the fire alarms are purchased and will be fitted by the Caretaker. **Agreed**

114.4 A deposit of £2880.00 for the replacement Coombe window has been paid, if the planning application is refused the costs will be returned. An architect fee has been paid at £145.00. Deputy Clerk still working through the planning application. will complete ASAP

114.5 Pictures of clocks for Coombe Courts replacement for broken clock were tabled. Cllr Muncey **proposed, seconded** by Cllr Sullivan that the Deputy Clerk be given delegated authority to purchase the chosen clock or similar to the value of £30.00. **Agreed**

PR17/115 Correspondence

115.1 None

PR17/116 Date of the next meeting

116.1 Tuesday 8th May 2018 7.30pm

The Chairman closed the meeting at 8.20pm