

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 JULY 2018 AT 7.30PM

Present: Cllrs Lloyd, Northam, Picking, Hanson and Willett.

Members of the public: None

Minutes: Deputy Clerk: Hazel Roxby

Minutes

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|--------------------------------|---|
| PR18/13
13.1 | Apologies for absence
Apologies of absence were received and accepted from Cllr Toomey & G Sullivan |
| PR18/14
14.1 | Declarations of Interest
There was a declaration of Personal Interest received from Cllr Northam to item 20.3. |
| PR18/15
15.1 | Questions from the Floor
None |
| PR18/16
16.1 | Minutes of the previous meeting
Cllr Northam proposed, seconded by Cllr Lloyd that the minutes of the meeting of 5 th June 2018 be accepted as a true record of the meeting. Agreed |
| PR18/17
17.1 – 07.1 | Matters arising and Actions
A further letter was sent to the tennis club re the toilet being made more accessible. Reply received and forwarded to Councillors. Cllrs discussed the reply and would like to take up the clubs offer to meet with them to discuss the issue further. |
| 17.2 – 07.2 | New signage – Agenda Item. |
| 17.3 – 07.4 | Planning application for windows has been permitted. The Deputy Clerk is in contact with Worthing Windows for a date to proceed with the work. |



Parish Clerk John Fullbrook
Deputy Clerk: Hazel Roxby

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PR18/18

Deputy Clerk's Report and Steyning Centre update

18.1

The Greatest Showman was shown in June and there were 172 members of the public in attendance making a profit of £386.53. The profit on wine was £36.56.

18.2

The new caretaker has now completed the 3 month probation. He has carried out the work required above and beyond requests. The customers are very happy with his help and have emailed very pleasing comments. .

Cllr Northam **proposed, seconded** by Cllr Willett that the committee is happy to recommend the confirmation of the contract and refer it to the Personnel committee to finalise the details. **Agreed**

18.3

The caterers that use Coombe Court kitchen regularly have said that the kitchen needs more cooker space is need especially when catering for over 60 to 70 people. Some ideas of reconditioned cookers and prices ranging from £2,850.00 to £4,000 were tabled.

Cllr Lloyd **proposed, seconded** by Cllr Willett to delegate to the Chairman of committee and the Deputy Clerk or purchase a suitable cooker up to the value of £4,500 which is to include the delivery and fitting costs. **Agreed.**

18.4

The money taken so far for the Coffee machine is £249.00. The expenditure for sundries to date is £135.00.

PR18/19

Cricket Pavilion, Bowling and Tennis Club House and High Street Toilets

19.1

The work to resolve the emersion tripping switch at the pavilion, replace the boiler and ensure the 3 tanks are all working has been carried out.

19.2

At the last meeting the income and expenditure was queried – The Deputy Clerk explained that the club usage was 24 times in 2016-17 and only 16 times in 2017-18 and therefore less rental was paid and less electricity and water was used.

The salary cost is higher as the cleaner still cleans on a weekly basis and the per hour rate rises annually in line with the living wage increases.

It was noted that the Cricket have a 25% discount on the usage cost, cllrs queried what the agreement is for the discount and for how long the agreement is in place. Deputy Clerk to investigate.

19.3

It was suggested that making one of the changing rooms in to a kiosk for ice cream and leasing it to a local shop owner during the summer would be a way of making further income for the pavilion. Cllrs Northam and Lloyd were asked to carry out an access and feasibility study for this idea and to discuss the possibility with some local shop owners. A catering licence would also need to be investigated. Report back to next meeting. There was a discussion that one of the toilets at the pavilion could be made into a public facility. Cllrs Northam and Lloyd to investigate the possibility and report back to the next meeting

PR18/20

Financial items

20.1

To sign the Income & Expenditure post accrual Reports for March 2018.

Cllr Northam explained that he had met with the Clerk and Deputy Clerk concerning the Accruals on the income and expenditure report and **proposed, seconded** by Cllr Lloyd to agree and sign the report. **Agreed.**

20.2 To agree and sign the income and expenditure for April and May as per the reports sent out.
Cllr Northam **proposed, seconded** by Cllr Lloyd that the April reports be agreed and signed as a true record of the income and expenditure for April. **Agreed.**
Cllr Northam **proposed, seconded** by Cllr Hanson that the May reports be agreed and signed as a true record of the income and expenditure for May.

20.3 **Cllr Northam took no part in this item and Cllr Hanson took the Chair.**
To discuss the 2 quotes received for signs and agree a way forward.
Cllrs discussed the idea of LED low lighting and felt that due to the extra costs involved for the Advertisement Permission from HDC at £231.00 and the cost of an electrician to install a spur from the entrance to the electric supply it would be too expensive.
Deputy Clerk to request further quotes from the 2 companies for non LED letters for the entrance of the Steyning Centre. Deputy Clerk to check that the internal signs would be sealed to prevent damage to the brushed ACM panel during cleaning and maintenance.
Report back to next meeting with quotes and further information.
Cllr Northam re-took the Chair.

20.4 Re-evaluation of Asset Register - It was noted valuation of many of the item on the register would need to be carried out by a specialist.
Deputy Clerk to check with the Cricket Club and Tennis Club what the value of the club-houses are and to ensure that they are covered by insurance.
Deputy Clerk to find out what the statutory duties obligation is for re-valuing of buildings on the asset list and report back to next meeting.
Deputy Clerk to send Asset List to all councillors requesting an email if there appears to be any omissions on the register.

PR18/21 **Correspondence**
21.1 The tennis club have informed that they are having an open day on 23rd July
With games during the day for the under 6 tennis, 7 to 11 tennis, over 11 tennis, a BBQ, beginner tennis, and a 1 hour cardio tennis with music there will also be boules, quoits and Jenga for those that don't like tennis.

21.2 It was noted that the lining of the curtains in coombe court is rotting.
To agenda this for next month and in the meantime research prices for re-lining.

PR18/22 **Date of the next meeting**
22.1 Tuesday 4th September 2018 at 7.30pm

The Chairman closed the meeting at 8.33pm

Signed: Date: 4th September 2018

Chairman