

Steyning Parish Council



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THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 6TH FEBRUARY 2018 AT 7.30PM

Present: Cllrs Hanson, Toomey, Picking, Syred and Sullivan

Members of the public:

Minutes: Deputy Clerk: Hazel Roxby

Minutes

PR17/85 Apologies for absence

85.1 Apologies of absence were received and accepted from Cllrs Muncey
Absent Cllr Northam

PR17/86 Declarations of Interest

86.1 There were no declarations of Interest received from Cllrs.

PR17/87 Questions from the Floor

87.1 None

PR17/88 Minutes of the previous meeting

88.1 Cllr Syred **proposed, seconded by** Cllr Toomey that the minutes of the meeting of 2nd January 2018 be accepted as a true record of the meeting. **Agreed. 4 for -1 abstention.**

PR17/89 Matters arising and Actions

89.1-66.1 The Rampion Grant request for LED lighting has been submitted. Rampion has informed that they do not accept claims from Parish Councils however the Steyning and District Partnership have stated that they are happy to assist the Council by becoming the main contact in the bidding process.

89.2-78.5 A rolling maintenance programme is being created to help plan for work to be carried out over the next few years and for annual maintenance work to be undertaken out by caretakers.



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

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- 89.3-78.6** An income and expenditure for Steyning Centre spreadsheet is being created however the new phased budget that will be produced by the Clerk as of April will show the actual income and expenditures more accurately.
- 89.4-8.10** Showcase leaflets have been delivered to Your Steyning and should have been sent out with the Your Steyning magazine.
- 89.5-79.2** The master control card on the automated entrance doors has been replaced.
- 89.6-80.1** Work to heating panel – The insurance excess is £250.00 and the work to the panel would cost that the excess to be repaired.
- 89.7-80.2** The Tennis Club committee have prepared a sign to be displayed to inform that the toilets open to public when the club house is in use. There is an invitation to premises committee members to look at the building.
- 89.8-81.2** Southern Water has sold the non-domestic business of their company to Business Stream. There doesn't appear to be any other water companies in the Southern area
- 89.9-81.2** Electric cooker – Ordered with an expected delivery date for the end of February.
- 89.10-81.3** The new notice boards have been purchased and the caretaker has fitted 3, the other 2 will be done on his next shift.
Quotes for Blinds – Agenda Item
Quotes for Toilet flooring – Agenda Item
Quotes for New Signage - Agenda Item
Quotes for Coombe Court windows – Agenda Item
- 89.11-81.4** The proposal for a coffee machine subject to a 12 month warranty –update and agenda item
- PR17/90** **Deputy Clerk's Report and Steyning Centre update**
- 90.1** The dishwasher in Coombe Court kitchen has not been filling properly and has been taking up to 1.5 hours to be ready for use. Catercraft have informed that it needs a new inlet solenoid was required. This has now been replaced at a cost of £130.55. The machine is otherwise in very good order
- PR17/91** **Cricket Pavilion, Bowling and Tennis Club Houses and High Street Toilets**
- 91.1** A visit to view the Tennis Club has been arranged for 4pm on Friday 9th February. There are no committee members available for this date. Deputy Clerk to request more dates and let the committee know.
- PR17/92** **Financial items**
- 92.1** To sign the Income & Expenditure Reports for December 2017 and January 2018. Cllr Syred **proposed, seconded** by Cllr Sullivan that the income and expenditure reports for December and January be accepted as a true record of the finances. **Agreed.**
- 92.2** 3 quotes ranging from £417.00 to £510.00 have been received to supply and fit blinds in the Clerks, Deputy Clerks offices and the committee room kitchen. Samples of materials and colours were tabled from each of the companies that quoted.
Cllr Hanson **proposed, seconded** by Cllr Picking to accept the quote for £447.50 plus VAT. **Agreed.**
- 92.3** 3 quotes have been requested and 2 companies have quoted for replacement

- flooring in the gents toilets. The quotes range from £1958.00 to £3162.02.
- 92.4** Samples of the style of flooring and colours were tabled.
Cllr Hanson **proposed, seconded** by Cllr Toomey to accept the quote for £1958.00 plus VAT. **Agreed**
- 92.5** 3 companies were contacted and 1 price was received for new internal and external signage at the Steyning Centre. As the quote received was for signage very similar to the present style the Deputy Clerk was tasked with inviting companies to come to the centre to show samples and give ideas of different styles.
- 92.6** 3 quotes have been requested for the replacement of coombe court windows. 2 quotes have been received. Quotes to replace as existing are £10,570 and £11,306 and also to replace with less opening windows is £9426 and £10,785.
Cllr Syred **proposed, seconded** by Cllr Sullivan that, subject to receiving a 3rd quote, to request that F&GP committee agree to the expenditure of up to £9426.00 plus VAT for the replacement of windows in Coombe Court. **Agreed .**
- 92.7** 2 quotes have been received for a coffee machine one at £1,175 plus VAT with a 5 year warranty. The initial supply of drinks which are sachets (7oz cups) would be £218.24. The other quote is £1,662.50 plus VAT with a 2 year warranty and promise of free labour thereafter if the ingredients are purchased from the company, the initial supply of drinks which are bags of ingredients that go inside the machines and are automatically mixed and dispensed (10oz) would be £35.00. A sample of the coffee was tested.
Cllr Syred **proposed, seconded** by Cllr Picking to purchase the coffee machine at £1662.50 plus VAT. Deputy Clerk to request a selection of coffees to trial in the initial purchase of drinks. **Agreed.**

PR17/93 Showcase Event

- 93.1** There are 38 tables booked for the showcase on 24th February. Cllr Syred to come in to discuss what the parish council table will display.
- 93.2** Volunteers for attendance of councillors at the event will be put on agenda for Full Council meeting.

PR17/94 Correspondence

- 94.1** A letter was received from the Steyning Festival requesting funding towards the hire of rooms for a community event. Cllrs were supportive of this request.
Cllr Syred **proposed, seconded** by Cllr Hanson to report to F&GP committee their support for grant fund towards room hire for this community event to be run on 2nd June at the Steyning Centre. **Agreed**

PR17/95 Date of the next meeting

- 95.1** Tuesday 6th March 2018 7.30pm

The Chairman closed the meeting at 8.25pm