

Steyning Parish Council



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

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

Members of the public: 2 members of the Steyning So & Sews

Minutes: Deputy Clerk: Hazel Roxby

Minutes

PR17/96 **Apologies for absence**
96.1 Apologies of absence were received and accepted from Cllr Northam

PR17/97 **Declarations of Interest**
97.1 There were no declarations of Interest received from Cllrs.

PR17/98 **Questions from the Floor**
98.1 None

Cllr Syred **proposed, seconded** by Cllr Sullivan to bring item 101.1 forward to allow the members of the Steyning So & Sews to give their presentation and leave if they wish. **Agreed.**

The representatives of the group informed that Steyning Grammar School have 5 of their Heritage quilt works hanging in the library, and Wilton Park have 1 of their textile works hanging in Wiston House. The group are still interested in creating a textile work to represent other groups in the community such as growers, makers, sporting groups etc.

They requested a space to hang the work once it is created and suggested the railings of the gallery facing out into coombe court. The design of the textile will be presented to the committee once it is designed. It will be fire proofed once complete and will be mounted on hooks to enable it to be removed if Steyning Centre customers have their own decoration for their events.

Cllr Syred **proposed, seconded** by Cllr Sullivan to accept the idea in principle

and look forward to seeing the design for discussion at a meeting in the near future.

- PR17/99** **Minutes of the previous meeting**
99.1 Cllr Syred **proposed, seconded by** Cllr Toomey that the minutes of the meeting of 6th February 2018 be accepted as a true record of the meeting. **Agreed.**
- PR17/100** **Matters arising and Actions**
100.1-89.1 The Rampion Grant request for LED lighting is still going through the process with Rampion. Applicants will be informed if they are successful or not during the week commencing 19th March
100.2-91.1 Cllr Syred visited the Tennis club House on 14th February. Photos sent to committee members. It was noted that the club house is greatly improved compared to the previous building. Cllrs are concerned that although the toilet facility is open to the public when the club is being used the gated access is locked and people wanting to use the toilet will need to attract a member's attention to be let in.
100.3-81.3 Cllr Syred **proposed, seconded by** Cllr Toomey that the Deputy Clerk and Chairman write to the tennis club to ask if the gate could be left unlocked when the club is in use to allow for easy access by the public. **Agreed.**
89.4-8.10 Electric cooker – Ordered with an expected delivery date for the beginning of March.
The blinds for the offices and the committee kitchen have been fitted.
The work for the gents toilet flooring is planned for 22nd and 23rd March.
Information for New Signage - Ongoing
Replacement Coombe Court windows have been ordered. Planning permission will be required as the Steyning Centre is in the Conservation Area. Deputy Clerk has started a Full Planning Application form.
The coffee machine has been ordered and it is hoped it will be installed the week commencing 19th March.
- PR17/101** **Deputy Clerk's Report and Steyning Centre update**
101.1 Presentation from Steyning so & sews re a textile hanging for the Steyning Centre. (item discussed at the beginning of the meeting)
101.2 The new radiator valves have been fitted to all the radiators in the Steyning Centre.
101.3 The inlet panel for the gas supply to the cookers in Coombe Court was causing the gas to cut out due to low pressure. The engineer has fitted a new restrictor to the panel and it is now working properly again.
101.4 The Deputy Clerk reported that James Hermon is leaving his position as caretaker/ maintenance operative for the parish council to take up full time employment. Cllrs expressed their sadness at losing an excellent employee and team member but obviously want to pass on their best wishes for him in his new venture and their thanks for all the hard work he has done over the last 4 years with the Parish Council.
101.5 The dishwasher needed a replacement mains connector block due to an overheated wire.
101.6 Deputy Clerk was asked to look for a replacement clock for Coombe Court for

above the entrance door.

- PR17/102 Cricket Pavilion, Bowling and Tennis Club House and High Street Toilets**
- 102.1** One of the smoke alarms at the Pavilion needed a new battery recently and the caretaker noted that the alarms are out of date from December 2017 and should be now be replaced. Deputy Clerk to research prices for smoke alarms suitable to connect with the existing fittings and report to the next meeting.
- 102.2** Cllr Muncey circulated an article proposed for the Your Steyning magazine to advertise the new club house and to inform residents of the disabled toilet facility that is open to the public at any time that the club is open. Cllr Syred **proposed, seconded** by Cllr Hanson to support the article proposed for the Your Steyning magazine. **Agreed**
- 102.3** Cllr Muncey reported that the High Street public toilet floors are being kept very clean. Deputy Clerk to pass on the committee thanks for his hard work.
- 102.4** The signs for the gents toilet and urinal in the High Street have been removed by vandals. Deputy Clerk to order replacements.

- PR17/103 Financial items**
- 103.1** To sign the Income & Expenditure Reports for and February 2018. Cllrs queried that the salaries budgets were showing a large underspend considering that this is month 11 of the financial year. Deputy Clerk to check with Clerk that the budget is correct and to confirm that the salaries will continue to show under separate headings under the F&GP budget from April. Cllr Syred **proposed, seconded** by Cllr Muncey that the income and expenditure reports for February be accepted as a true record of the finances. **Agreed.**

- PR17/104 Showcase Event**
- 104.1** There were 36 tables at the showcase on 24th February. Cllr Syred expressed her thanks to all Cllrs and Officers that helped on the day. The income and expenditure for the event has been circulated and shows that the Council have a £66.00 loss for putting on the event. All of the groups that attended found the event useful and gained either new members or new networking groups from the event. The number of members of the public attending was down compared with previous years. Cllrs suggested that when planning begins for the next showcase event to consider having the event once every 3 years instead of bi-annually and also to reduce the length of the day from 6 hours to 4 hours.

- PR17/105 Correspondence**
- 105.1** None

- PR17/106 Date of the next meeting**
- 95.1** Tuesday 3RD April 2018 7.30pm

The Chairman closed the meeting at 8.18b