

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

www.steyningpc.gov.uk

Telephone: 01903 812042

THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 4TH DECEMBER 2018 AT 7.30PM

Present: Cllrs Lloyd, Hanson, Picking, Sullivan, Toomey and Willett

Members of the public: None

Minutes: Deputy Clerk: Hazel Roxby
Clerk John Fullbrook

Minutes

- PR18/54** **Apologies for absence**
54.1 Apologies for absence were received and accepted from Cllr Northam
- PR18/55** **Declarations of Interest**
55.1 There was a declaration of Interest received from Cllr Willett to item 61.6 as he has visited the Rampion Wind Farm.
- PR18/56** **Questions from the Floor**
56.1 None
- PR18/57** **Minutes of the previous meeting**
57.1 Cllr Hanson **proposed, seconded by** Cllr Sullivan that the minutes of the meeting of 6th November 2018 be accepted as a true record of the meeting. **Agreed**
- PR18/48** **Matters arising and Actions**
58.1-48.1 Deputy Clerk has emailed Tennis Club to thank them for offering to carry out a trail of leaving the gate open. There has been no feed back yet.
58.2-48.3 Steyning Centre leaflet to promote bookings available for Funeral Receptions is ongoing. The leaflet that has been created was tabled for comments. There were no comments at the meeting, Councillors were asked to email any comments as soon as possible.

- 58.3 – 48.5** Relining of curtains -The curtains are scheduled to be taken down on 5th December and to be rehung on 13th December.
- 58.4- 48.7** Public Spaces Protection order notice – The Wardens have a new notice and it will be erected soon.
- 58.5- 48.8** To write to So & sews re hanging a textile in another part of the centre – Awaiting a response concerning a textile for the Steyning Centre.
- 58.6 – 51.3** An inspection of the Cricket and Bowls Club buildings is scheduled to take place on Wednesday 19th December at 10am at the Cricket Club and 10.45 am at the bowling club. Cllrs Lloyd and Willett to attend.
- 58.7-51.5** Legionella bi annual risk assessment has been carried out - the report is awaited.
- PR18/59** **Deputy Clerk's Report and Steyning Centre update**
- 59.1** Report for film night - The November film was 3 Billboards outside Ebbing Missouri there were 122 tickets sold making a profit of £230.88. There was a profit of £19.31 on the wine.
The next films are January – Mamma Mia -Here we go again (already sold 24 tickets) February, March and April will be showing Bookshop, King of Thieves and A Star is born.
- 59.2** Coffee machine report – The coffee machine money taken in November was £130.00.
- 59.3** Hall and Room Rentals - The hours for hire in November were down slightly in each room . The reason for the drop in hours was that there were 3 one off bookings last November.
The reports showing hours available for hire have been changed to make a more realistic % reading on the bookings.
- 59.4** The report from the annual electricity testing has been received. There are no dangerous or potentially dangerous items reported. There are 6 improvements recommended, (not mandatory) these are
Some outside lights not working - (these have now been sorted.)
Outside ladies toilet requires RCD protected spur
Some EM Lights not working
No RCD segregation
Outside PIR should be wired with external graded cable and not T&E
Photocell requires external cable.
Deputy Clerk to request a price from the Electrician to carry the work for the recommended improvements and report to next meeting..
- 59.5** Horsham District Year of Culture – Following from Parish Council meeting, there was a suggestion that we have one of the children's shows here at the Steyning Centre. We have available dates in May or June. Horsham District Council have confirmed that they will fund the booking and arrange to book the production for the date we have available. We would provide the hall

free of charge for this. Cllrs would need to promote the event and leaflets and posters will be provided by the production company. We would also be responsible for selling the tickets which will also be provided.

Cllr Lloyd **proposed, seconded** by Cllr Sullivan to go ahead with this event for February 2019 and for the Premises Committee with help from Cllr Muncey, if possible, to do the promotion work for the event. **Agreed.**

PR18/60 **Cricket Pavilion, Bowling and Tennis Club Houses and High Street Toilets–** to discuss any issues arising

60.1 Following last month's meeting the Clerk has researched like for like loose tiles for the entrance step to the bus shelter but has been unable to source. A contractor has been contacted to infill the missing tiles for the present time whilst the research for tiles continues.

PR18/61 **Financial items**

61.1 To Agree the Income and Expenditure report for October 2018.

Cllr Hanson **proposed, seconded** by Cllr Picking that the income and expenditure report for October be accepted as a true record of the finances. **Agreed**

61.2 Re-evaluation of the Asset Register – The cost under 'gates and fence' heading needs to be revised as the new fencing cost for 2017/18 has not been taken into account. The cost of the fencing was £1,133 plus the gates at £900.00 each is £2,933.00. The Register has been amended to show this.

61.3 At the last meeting it was agreed to get a quote for a Rebuilding Cost Assessment of the councils' assets. One quote has been received at a cost of £2,420 + disbursements and VAT to carry out site inspections for the 10 assets listed. It was agreed at the last meeting that the Council may look to only have the assets owned by the council valued keep the cost lower. A further quote is being sought. It was Agreed that this cost should be added to the budget for next year.

61.4 To discuss and agree amendments to the budget requirements for 2019-2020 which was sent out as supporting paper.
The Clerk suggested that the budget head 4257 for Gas for the Steyning centre be decreased by £1,500 to a new figure £3,500.
The cost for Consultants fee of £2,500.00 for rebuilding cost assessment will to be added. Cllr Willett **proposed, seconded** by Cllr Hanson that the Clerk amends the draft budget and send out to committee members and put to F&GP committee on 11th December meeting. **Agreed.**

61.5 Report from working party for programme of future works and sponsor a chair campaign proposal – Working party met on 26th November to discuss decorating of Committee rooms and colours. Cllr Lloyd informed that a local Architect has offered to come in to help with a colour scheme for the committee rooms. A quote for the decorating and the supply of materials was given at £1,066.00. Deputy Clerk to investigate costs of blinds and carpets and bring back to the next meeting. Cllr Lloyd **proposed, seconded** by Cllr Hanson that the working party investigate getting samples of chairs and bring to next meeting. **Agreed**

61.6

To confirm quote for Smartwood flooring of £2,499.00 to do Saxon Room and Coombe Court floors in August.

Cllr Hanson **proposed, seconded** by Cllr Picking that the work be ordered and organised for August 2019. **Agreed**

Cllr Willett declared an interest in this item

61.7

Update on Rampion bid for Steyning Centre Lighting – Following the bid for LED lighting the Council have been awarded £5,000. with grateful thanks to Steyning and District Partnership and the Steyning Greening Group for their help with the bid. In order to move forward with the LED lighting the Clerk will have discussions with the companies that quoted to organise 2 or 3 phases, of work the first of which will be up to the £5,000 and include the committee rooms. Bring back to next meeting the proposals for the way forward.

The Greening Group has requested use of the Steyning Centre for 2 nights in the future to show case the lighting . Cllr Hanson **proposed, seconded** by Cllr Lloyd that this be permitted. **Agreed.**

P18/62
62.1

To discuss and agree temporary rental of Changing Rooms on the Memorial Playing Field from December to April – The police have asked to be able to rent the changing whilst the police station is being upgraded. The Police have given a proposal of £400.00 per month rent which includes electricity and water usage. Cllr Lloyd **proposed, seconded** by Cllr Hanson that as well as a monthly rent the Police will be liable for the cost of any work required to enable them to use the facility and also for the reinstatement of the facility, if required, at the end of the rental period. **Agreed.**

PR18/63

Correspondence – to discuss incoming correspondence

Information received from Film Society on Acoustics. This information was noted.

Date of the next meeting – Tuesday 8th January 2018 at 7.30pm

The Chairman closed the meeting at 8.58pm

Signed: **Date:** 8th January 2018
Chairman

