

Steyning Parish Council



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THE MINUTES OF THE PREMISES COMMITTEE MEETING

THE STEYNING CENTRE

TUESDAY 5TH FEBRUARY 2019 AT 7.30PM

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

Members of the public: Cllr S Sullivan

Minutes: Deputy Clerk: Hazel Roxby

Minutes

PR18/74

Apologies for absence

74.1 Apologies for absence were received and accepted from Cllr Willett

PR18/75

Declarations of Interest

75.1 There were no declarations of Interest received from Cllrs

PR18/76

Questions from the Floor

76.1 None

Cllr Northam **proposed, seconded by** Cllr Lloyd to bring forward Agenda item 7.1 to receive information as Cllr Lloyd was feeling unwell. **Agreed**

A drawing of the proposal to site an ATM in the bus shelter in the High Street was tabled, Cllr Lloyd informed that the exact position for the ATM is still under discussion. Barclays have sent a surveyor to inspect the building and have reported that this would be possible, it would be a steel box bolted to the floor on the inside of the bus shelter nearest to the wall of the Gents toilet. Cllrs voiced some initial concerns

- Possibly inviting damage happening to the bus shelter
- Could the ATM be on the other side as people sit on the side proposed to watch for the bus arrival
- Will the ATM be alarmed
- Will it be under cover of the bus shelter
- Will withdrawals be free

Cllr Lloyd **proposed** the committee agree in principle to the ATM being sited in the bus shelter subject

to agreement from Horsham District Council and the Parish Council planning committee, and that all costs will be covered by Barclays Bank; these to include the drawings, specification and planning permission (if required). Cllr Hanson amended the **proposal** to add, 'and subject to plausible security', **seconded** by Cllr Picking. **Agreed.**

PR18/77

Minutes of the previous meeting

77.1

Cllr Northam **proposed, seconded by** Cllr Hanson subject to a change on item 67.1, that month 'December' be replaced by November, the minutes of the meeting of 8th January 2019 be accepted as a true record of the meeting. **Agreed.**

PR18/78

Matters arising and Actions

78.1-58.6

Following the Inspection of Cricket and bowls club buildings a letter to be sent confirming the advice given and comments made- Done

78.2-59.5

All adverts for the Horsham District Year of Culture – Children's production for 16th February have been put up. 60 tickets have been sold so far.

78.3-60.1

Contractor for Bus Shelter tiles – 2 samples of tiles are awaited.

78.4-61.2

Rebuilding Cost Assessment – second quote received for £1,300 +VAT first quote was £1,595 +VAT these costs are for Cricket Club, Bowls Club, Tennis Club, the Steyning Centre and the changing rooms.

Cllr Northam **proposed, seconded by** Cllr Sullivan that subject to F&GP approval of the use of the earmark reserve for this item that the work be booked for after 1st April 2019.

Agreed

78.5 -61.5

Working Party to investigate samples of chairs – 4 samples and a further quote have been received, the costs of the chairs were tabled and range between £8,000 and £14,112 for 250 chairs with welded link and delivery cost. Cllrs viewed and tested the sample chairs for comfort, width, weight and linking facility.

Cllr Northam **proposed, seconded by** Cllr Hanson to recommend to F&GP, subject to use of unallocated reserves, the purchase of 250 Aluminium framed, light weight, chairs in the 50cm width (5cm wider than the current chairs) to the cost of £56.45 per chair (£14,112.00) plus VAT and delivery. **Agreed.**

78.6 –71.4

LED lighting companies to supply prices for phased work from replacement lighting to include the committee rooms in the first phase. Ongoing

78.7-71.3

Electricians work highlighted in Electrical Report - Ordered for April 8th and 9th.

78.8-71.5

Legionella Bi -Annual Risk Assessment comparison of reports – ongoing

78.9–71.6

Microphones for Saxon Room have been installed.

78.10-72.1

Further to film Society request to investigate acoustics costings – email has been sent awaiting a date for this from Film Society.

PR18/79

Deputy Clerk's Report and Steyning Centre update

79.1

Report for Film Night - the film this month is The Bookshop and 60 tickets have been sold so far.

79.2

Coffee machine report –. The sales of the coffee machine in January were £107. The total amount taken is £757 since the machine was purchased in March last year. The cost of supplies since March is £413.99

79.3

Hall and Room Rentals - The hours for hire in January were down compared to last year at the same time. Unfortunately one of the regular weekly

groups have relocated to a bigger hall elsewhere as there were no provisions within the Steyning Centre available to accommodate them in the hall they required at the day and time requested.

79.4 Replacement of exterior fire door to outside store room has been ordered at a cost of £370.00. (Urgent item agreed with Chairman and Clerk)

PR18/80 **Cricket Pavilion, Bowling and Tennis Club Houses and High Street Toilets–** to discuss any
80.1 issues arising

To receive information concerning possible cash machine at the bus shelter in the High Street. Item discussed at the beginning of the meeting.

PR18/81 **Financial items**

81.1 To Agree the Income and Expenditure report for December 2018.

Cllr Northam **proposed, seconded** by Cllr Sullivan that the income and expenditure report for December be accepted as a true record of the finances. **Agreed.**

81.2 To discuss and agree replacement of rotten and broken gate post at the Steyning Centre at a cost of £236.00. Cllr Northam **proposed, seconded** by Cllr Picking that the quote be accepted work ordered as soon as possible. **Agreed.**

P18/82 **Correspondence –** to discuss incoming correspondence

82.1 None

PR18/83 **Date of the next meeting –** Tuesday 5th March 2019 at 7.30pm

The Chairman closed the meeting at 8.02pm

Signed: Date: 5th March 2019
Chairman