

Steypning Parish Council



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THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYPNING CENTRE TUESDAY 8TH JANUARY 2019 AT 7.30PM

Present: Cllrs Lloyd, Hanson, Toomey, Northam and Willett

Members of the public: None

Minutes: Deputy Clerk: Hazel Roxby
Clerk John Fullbrook

Minutes

- PR18/64** **Apologies for absence**
64.1 Apologies for absence were received and accepted from Cllrs Sullivan and Picking
- PR18/65** **Declarations of Interest**
65.1 There were no declarations of Interest received from Cllrs
- PR18/66** **Questions from the Floor**
66.1 None
- PR18/67** **Minutes of the previous meeting**
67.1 Cllr Northam **proposed, seconded by** Cllr Hanson that the minutes of the meeting of 4th December 2018 be accepted as a true record of the meeting. **Agreed**
- PR18/68** **Matters arising and Actions**
68.1-58.2 Steypning Centre leaflet to promote bookings available for Funeral receptions. The leaflet is now complete and will, subject to a small amendment to the map, be sent to local Funeral Directors.
- 68.2-58.3** Relining of Curtains - The job is complete.
- 68.3-58.4** Public Spaces Protection order notice – The notice is now back up in the High Street adjacent to the Bus Stop .
- 68.4-58.6** Inspection of Cricket and bowls club buildings – Cllrs Lloyd and Willett attended the sites on 19th December 2018 and reported that both buildings are well kept and in good condition.

It was noted that the Cricket Club Committee were advised to strip down and re paint the wooden exterior cladding under the kiosk in 2019 to prevent deterioration and to repair the plastic cladding on the North Side where the cricket balls had made holes.

The Cricket Club stated a concern over the long term parking in the car park which has become worse since the introduction of charges in the HDC car parks. The Club have been advised to keep a log of the long-term users over a 2 week period and report to the council and discuss what action may be taken. The Cricket Club also reported a major drainage issue in front of the Changing Pavilion. The Council will investigate the drainage and decide on what remedial action to take up to the value of £500 which can be agreed by the Chairman and the Clerk.

The Bowls Club Committee were advised to strip down and re-paint the windows on the front of the club house in 2019 and that the wooden cladding on the exterior would need re-staining in 2020. The Bowls Club agreed to clear the old equipment and other detritus from the rear of the building.

A letter will be sent to both clubs confirming the agreed actions and stating the Committee are pleased with the good condition of the buildings.

- 68.5-58.7** Legionella Bi -Annual Risk Assessment has been carried out and the reports have been received– Report is an agenda item
- 68.6 –59.4** Electricians price for work highlighted in Electrical Report - agenda item
- 68.7-59.5** Horsham District Year of Culture – Children’s production for 16th February. Cllr Muncey has written a letter and sent posters and flyers to the local Schools, nursery’s and preschools. There is an advert on the Parish Council website, in the Parish Council notice board and the on Steyning newsagents board. It will also be in the February addition of Your Steyning.
- 68.8-60.1** Contractor for Bus Shelter tiles – The Clerk reported that further damage has been done to the tiles. The Wardens are aware of this damage and the possible culprits. The School have invited the Wardens in to the School to do a talk to the youths. The work to source similar tiles and get the work done is ongoing.
- 68.9 – 61.2** Rebuilding Cost Assessment – Ongoing
- 68.10 -61.3** Budget Update – Is an Agenda Item
- 68.11–61.5** Working Party to investigate samples of chairs – The working party met on 7th January and discussed styles of chairs to replace the current chairs. Some ideas of styles were tabled and the working party will continue to try to source samples of these for the next meeting. Cllr. Lloyd is arranging for an Architect to come in to give ideas on colour schemes for the committee rooms. Example prices for blinds and carpet were tabled and further quotes will be required.
- 68.12-61.6** Quote and date for Coombe Court and Saxon floor maintenance to be carried out – This has been programmed in for August 2019.
- 68.13-61.7** LED lighting companies to supply prices for phased work from replacement lighting to include the committee rooms in the first phase. The Clerk is still working on the details for the lighting with contractors.
- 68.14-62.1** Rental use of Changing Rooms – The Police are not going ahead with plans to hire the changing rooms to use as a front desk facility. They are using a mobile van and will be parked in Fletchers Croft Car Park for 2 hours, 2 days a week until May. Further information and dates are awaited. Cllr Northam will be emailing Cllr Barling for more details on this arrangement.

- PR18/69 Deputy Clerk's Report and Steyning Centre update**
- 69.1** Report for film night - The January film was Mama Mia, Here we go again, there were 93 tickets sold making a profit of £106.11. There was a profit of £23.16 on the wine. It was noted that there is quite often left over wine that gets wasted, it was suggested to trial just having Prosecco as the option for 1 month. The next films in February is Bookshop, March and April films are King of Thieves and A Star is born.
- 69.2** Coffee machine report – The coffee machine money taken in December was £89.00 – (we were closed for 2 weeks) The expenditure in December for supplies was £121.00 for a 6 month supply.
- 69.3** Hall and Room Rentals - The hours for hire in December were down for Coombe Court and the Committee rooms but were up for Saxon Room.
- PR18/70 Cricket Pavilion, Bowling and Tennis Club Houses and High Street Toilets–** to discuss any issues arising
- 70.1** None
- PR18/71 Financial items**
- 71.1** To Agree the Income and Expenditure report for December 2018.
Cllr Northam **proposed, seconded** by Cllr Lloyd that the income and expenditure report for December be accepted as a true record of the finances. **Agreed**
- 71.2** To confirm the agreed amendments to the budget requirements for 2019-2020
Further to discussions budget line 1007 room hire income was reduced from £64,575 to £63,000 and the proposed new line for Asset Register re-evaluation £2,500 be removed and the money to be used will be from reserves.
Cllr Northam proposed, seconded by Cllr Lloyd that subject to the above changes the budget be agreed and taken to F&GP for agreement on 15th January meeting. The Clerk to make the amendments and send out to committee members. **Agreed**
The Clerk was commended for his work on the budget.
- 71.3** To discuss the Electricians price for recommended works - The quote to carry out the recommended work highlighted in the annual Electrical report is £1,680 plus VAT.
Cllr Northam proposed, seconded by Cllr Willett to accept the above quote for the work to be carried out. **Agreed**
- 71.4** Update on Rampion bid for Steyning Centre Lighting – Ongoing
- 71.5** To Discuss the costs from TSS for the recommended works to the Steyning Centre, Changing Rooms and High Street Toilets. It was agreed that a comparison between the reports from 2016 and the reports for 2018 should be carried out and further information should be sought where needed and report back to the next meeting.
- 71.6** To discuss /Agree Microphone costs for replacement microphones in Saxon Room.
Cllr Northam proposed, seconded by Cllr Willett to agree the replace of the microphones

In Saxon room at the quoted cost of £565.00 plus VAT. Agreed

P18/72 **Correspondence** – to discuss incoming correspondence
72.1 Further information has been received from the Film Society on Acoustics and a request to investigate prices to improve the sound absorbency of the curtains in Coombe Court. The committee agreed that the Film Society can arrange to get prices then arrange to discuss these finding with the committee.

PR18/73 **Date of the next meeting** – Tuesday 5th February 2019 at 7.30pm

The Chairman closed the meeting at 8.52pm

Signed: **Date:** 5th February 2019
Chairman