

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
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THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 5TH JUNE 2018 AT 7.30PM

Present: Cllrs Lloyd, Northam and Picking

Members of the public: None

Minutes: Deputy Clerk: Hazel Roxby

Minutes

- PR18/01
01.1 Election of Chairman**
Cllr Lloyd **Proposed** Cllr Northam, **seconded by** Cllr Picking. Cllr Northam accepted the position. **Agreed.**
- PR18/02
02.1 Election of Vice- Chairman**
Cllr Lloyd **Proposed** Cllr Hanson, **seconded by** Cllr Picking. Cllr Hanson had indicated she was happy to accept the position in her absence. **Agreed.**
- PR18/03
03.1 Apologies for absence**
Apologies of absence were received and accepted from Cllr Hanson, Toomey, G. Sullivan and Willett.
- PR18/04
04.1 Declarations of Interest**
There was a declaration of Interest received from Cllr Northam on item 7.2 as he knows the company.
- PR18/05
05.1 Questions from the Floor**
None for this meeting
- PR18/06
06.1 Minutes of the previous meeting**
Cllr Picking **proposed, seconded by** Cllr Lloyd that the minutes of the meeting of 8th May 2018 be accepted as a true record of the meeting. **Agreed.**



Parish Clerk John Fullbrook
Deputy Clerk: Hazel Roxby

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PR18/07
07.1-121.2

Matters arising and Actions

Letter sent to tennis club re Toilet being more accessible. Reply received and forwarded to Councillors. The Deputy Clerk was asked to write to the Tennis Club again to request that while the club is open the toilet is left accessible without the need to request a member to allow access as some members of the public may be reticent and find the need to request access embarrassing.

7.2-121.3

New signage – Further quotes are being requested.

7.3-121

Report from Steyning So & Sews - ongoing – It was agreed that this need not be reported on until there is a further proposal from the So & Sews.

7.4-212.8

Planning application for windows is still proceeding through the system at HDC. There is a recommendation for No Objection with a condition of having flush fitting casements if the windows are manufactured in plastic.

7.5-124.2

Leaflet holder purchased and fitted.

PR18/08

Deputy Clerk's Report and Steyning Centre update

08.1

The next film, the Greatest Showman, has sold 109 tickets to date. It was agreed at the last meeting that the profit from this film will be donated to the Festival Group. This recommendation will need to go through F&GP committee to be agreed.

08.2

The total profit from the film nights since they started in September 2014 is £7941.92. The total profit on wine is £891.31

08.3

The new maintenance /caretaker is doing an excellent job. He has made a good impression on the customers and he is very conscientious with the maintenance work.

08.4

The new coffee machine is working out very well. The money taken since April is £201.00 which is just over £150.00 increase on last year for the same period.

08.5

The steamer in Coombe Court kitchen has been labelled as unsafe and cannot be used. There is a split tank which has caused corrosion to the pipe work and is now a danger as could be leaking gas. The steamer was very rarely used and if it is to be replaced it is advised to find an alternative cooker such as a combi cooker which can steam, fry, roast and bake. The Deputy Clerk was asked to research costs for reconditioned combi cookers and report back to the next meeting.

PR18/09

Cricket Pavilion, Bowling and Tennis Club House and High Street Toilets

09.1

3 Quotes have now been received for solving the emersion continuously tripping. A new boiler is required and the capping of one of the large water tanks will also be done. The work to be ordered was delegated to the Clerk and Chair of F&GP at the last meeting and they have now agreed a contractor to carry out the work required.

09.2 The income for the Pavilion from April 2017 to March 2018 is £1359.79 and the expenditure is £3025.15. The Deputy Clerk was asked to check the figure for the income for the Pavilion as the appeared to be less than the previous year.
Cllrs were asked to give thoughts to how the income for the Pavilion can be increased. There was a suggestion for having a tea, coffee Ice cream etc. kiosk made in part of the pavilion.

09.3 The disabled toilet in the High Street was vandalised on Monday 21st May sometime after the lunch time clean. The baby change unit was pulled off the wall, the toilet roll holder was bent and it was attempted to pull the hand drier off the wall. These have all been repaired and put back on the wall by our Caretaker/cleaner. Cllrs agreed that this vandalism should be considered when discussions for CCTV take place.

PR18/10 Financial items

The meeting was suspended at 8.13pm while the Deputy Clerk retrieved the information required for the income and expenditure for the next item.
Meeting reconvened at 8.19pm.

10.1 To sign the Income & Expenditure Reports for March 2018.
It was noted that the Premises Committee had signed the March 2018 I&E report at the previous meeting, but that a post accrual version was tabled today. Cllr Northam **proposed, seconded** by Cllr Lloyd that the income and expenditure reports for March and April be deferred until the next meeting and Cllr Northam to meet with the Clerk and report back to the next meeting the differences in the income and expenditure from the pre accrual and the post accrual figures. **Agreed**

10.2 As above – deferred to next meeting

PR18/11 Correspondence

11.1 A letter of thanks for excellent service and the helpfulness of the Caretakers has been received from the Heber Opera group.

PR18/12 Date of the next meeting

12.1 Tuesday 3rd July 2018 at 7.30pm

The Chairman closed the meeting at 8.29pm

Signed: Date: 3rd July 2018

Chairman