

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 5TH MARCH 2019 AT 7.30PM

Present: Cllrs Northam, Toomey, Sullivan, Picking and Willett

Members of the public: None

Minutes: Deputy Clerk: Hazel Roxby

Minutes

PR18/84

Apologies for absence

84.1

Apologies for absence were received and accepted from Cllrs Lloyd and Hanson

PR18/85

Declarations of Interest

85.1

There were no declarations of Interest received from Cllrs

PR18/86

Questions from the Floor

86.1

None

PR18/87

Minutes of the previous meeting

87.1

Cllr Northam **proposed, seconded by** Cllr Sullivan the minutes of the meeting of 5th February 2019 be accepted as a true record of the meeting. **Agreed.**

PR18/88

Matters arising and Actions

88.1-58.6

Horsham District Year of Culture – Children's production on 16th February – 149 tickets were sold with a taking of £563.00. The feedback received from those that attended was that it was an excellent production and was just the right length of time for the children to be kept entertained. The show lasted for just over an hour and was aimed at 2 to 8 y olds. The majority of children at the show were under 5. Upon the success of this show there was a condition from the Year of Culture organisation, that the proceeds from it should go towards another event to be hosted by the Parish Council at the Steyning Centre

this year. The Out the Hat Puppet Show troop will be doing a different production in October called Arthurs Dream Boat and are known to available for Saturday 26th October. Cllr Sullivan proposed, seconded by Cllr Picking that as the event by Out of The Hat had been so popular to rebook them through the HDC subsidised booking for Saturday 26th October 2019. Agreed

88.2-59.5 Contractor for Bus Shelter tiles – samples of the tiles were tabled. It was agreed to move forward with the work as soon as possible.

88.3-60.1 Rebuilding Cost Assessment – a date has been arranged for Friday 5th April. The Bowls, Tennis and Cricket Club have been made aware that access will be required.

88.4-78.6 LED lighting companies to supply prices for phased work from replacement lighting to include the committee rooms in the first phase. -ongoing

88.5 -78.7 Legionella Bi- Annual Risk Assessment comparison of reports. The Deputy Clerk informed that a comparison of the reports from 2016 and 2018 had started however the help of Roger Toms would be beneficial.
Cllr Northam **proposed, seconded** by Cllr Willett that Roger Toms be asked to assist the Deputy Clerk with the TSS Report comparisons to investigate if work is required and the level of urgency. **Agreed.**

88.6 –81.2 Gate post – The work to replace the broken gate post was done on 2nd March.

PR18/89 Deputy Clerk's Report and Steyning Centre update

89.1 Report for Film Night - the film in February was The Bookshop and 170 tickets were sold. There is a net profit of £365.12 and a profit of £49.00 on wine. The film for March is King of Thieves and 45 tickets have been sold so far.

89.2 Coffee machine report –. The sales from the coffee machine in February were £70.00.

89.3 Hall and Room Rentals - The hours for hire in January were down compared to last year at the same time. It was noted that the difference in hours was due to customers moving their event to other months of the year.

89.4 A routine Fire Alarm check has been carried out and there are no issues to report.

89.5 The Caretaker has done some repair work on the fence at the back of the centre.

89.6 The automatic doors annual service was carried out on 4th March. There were no issues to report.

- PR18/90 Cricket Pavilion, Bowling and Tennis Club Houses and High Street Toilets–**
to discuss any issues arising
- 90.1** To receive information concerning possible cash machine at the bus shelter in the High Street. Cllr Northam informed that he and the Clerk have investigated a possible alternative for the location of the ATM. It would involve relocating the disabled toilet door to the back of the building which would allow the ATM to go where the door is at present situated. It would be more visible, situated away from persons sitting in the bus shelter and would also allow room to have safety bollards put in place to aid protection of the building. Cllr Northam to put this in an email to the committee and to report to full council.
- PR18/91 Financial items**
- 91.1** To Agree the Income and Expenditure report for January 2019
Cllr Northam **proposed, seconded** by Cllr Sullivan that the income and expenditure report for January be accepted as a true record of the finances. **Agreed.**
- 91.2** Chairs - Following F& GP meeting decision to get further quotes of the agreed chair. The quotes received where £14, 212,90, £14,880 and £15,750.00.
Cllr Willett **proposed, seconded** by Cllr Sullivan that subject to Cllr Lloyd’s approval, to take the quote of £14,212.50 to F&GP committee for approval. **Agreed.**
- 91.3** The Steyning Centre vacuum cleaner was found to be unsafe and irreparable after its last inspection.
A replacement is required, research has found 3 suitable for commercial use ranging from £295 to £420.
Cllr Willett **proposed, seconded** by Cllr Toomey to purchase the middle range Sebo vacuum cleaner at the cost £349.98. **Agreed**
- P18/92 Correspondence – to discuss incoming correspondence**
92.1 None
- PR18/93 Date of the next meeting – Tuesday 2nd April 2019 at 7.30pm**

The Chairman closed the meeting at 8.04pm

Signed: Date: 2nd APRIL 2019
Chairman

