

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 6TH NOVEMBER 2018 AT 7.30PM

Present: Cllrs Lloyd, Hanson, G Sullivan & Northam

Members of the public: None

Minutes: Deputy Clerk: Hazel Roxby
Clerk John Fullbrook

Minutes

**PR18/44
44.1**

Apologies for absence

Apologies for absence were received and accepted from Cllrs Picking and Willett
Belated apologies were received from Cllr Toomey.

**PR18/45
45.1**

Declarations of Interest

There were no declarations of Interest received from Cllrs

**PR18/46
46.1**

Questions from the Floor None

**PR18/47
47.1**

Minutes of the previous meeting

Cllr Northam **proposed, seconded by** Cllr Sullivan that the minutes of the meeting of
2nd October 2018 be accepted as a true record of the meeting. **Agreed**

**PR18/48
48.1-38.1**

Matters arising and Actions

Deputy Clerk has emailed Tennis Club with the Committee suggestion of 'shut the gate notice'
The club were also asked to let the committee know if the public are accessing the public
toilet. A response has been received and they informed that they will have a trial basis of
leaving the gate open on Saturday afternoon club sessions. They also informed that to
their knowledge the toilet has not been used by the public. Deputy Clerk was asked to write to the C
thank them for offering to carry out a trial.

- 48.2-38.2 The new windows for Coombe court are complete.
- 48.3-38.4 Steyning Centre leaflet to promote bookings available for Funeral receptions. Ongoing
- 48.4-38.5 New signage – complete
- 48.5-38.6 Relining of curtains -ordered
- 48.6-40.2 Painting seats in Bus shelter. Complete
- 48.7-40.3 Public Spaces Protection order notice – Ongoing
- 48.8- 42.1 To write to So & sews re hanging a textile in another part of the centre – letter sent
- 48.9 – 42.2 Winning art competition posters to be displayed at Steyning centre - Complete

PR18/49

Deputy Clerk's Report and Steyning Centre update

- 49.1 Report for film nights - The October film was Guernsey Literary Potato Peel Pie there were 141 tickets sold making a profit of £262.42. There was a profit of £6.07 on the wine. From April 18 the profit on the film nights is £970.64 and the total profit of wine sales from April is £97.49.
- 49.2 Coffee machine report – The coffee machine is money taken in September was £76 and in October it was £74. The total sum taken since the machine was purchased in March 2018 is £431.
- 49.3 Hall and Room Rentals - The hours for hire has gone up slightly in each room with the exception of the Saxon room which was down by 4 hours. This would have been the difference of a booking of a child's party. Deputy Clerk was asked to look at the bookings programme to see if more realistic booking hours can be entered to create a more achievable target. It was suggested to look into having discount rates for the slots that don't get booked

PR18/50

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

- 50.1 Payments have been received from Cricket Club -£626.18 for use of changing rooms £381.84 for 90% of water rates and £ 257.11 for ground rent for April to Sept 18, Bowls Club - £1029.00 rent and Tennis Club - £871.36.
- 50.2 It was noted that there are loose tiles on the entrance step to the bus shelter which are causing a trip hazard.
Cllr Lloyd **proposed, seconded** by Cllr Hanson that the Clerk and Cllr Northam get quotes and order the work up to the value of £1000.00 as soon as possible due to safety issues. **Agreed**

PR18/51

Financial items

- 51.1 To Agree the Income and Expenditure report for September 2018.
Cllr Northam **proposed, seconded** by Cllr Sullivan that the income and expenditure report for September be accepted as a true record of the finances. **Agreed**
- 51.2 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. ONGOING
- 51.3 Deputy Clerk has offered dates for visits to Cricket Club and Bowling Club for inspections but none have been possible. New dates will be forward following this meeting.
- 51.4 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 and get specialist referral for items such as the clock and pump and trough. The cost for each item has been calculated separately in case it is felt not all items require re costing. Councillors discussed the option of just having the buildings owned by the council revalued as this would reduce the cost and also to ask councillors if they know a Chartered Surveyor in the community who could carry out this work at a rate befitting their community spirit - ONGOING

- 51.5** Legionella bi annual risk assessment – TSS Facilities have informed that the bi Annual water survey and L8 assessment is due for the Steyning Centre, Pavilion and High Street toilets and they have informed that the cost for this is £1,200.
Cllr Northam **proposed, seconded** by Cllr Lloyd to order the work. **Agreed.**

- 51.6** To discuss and agree budget requirements for 2019-2020 and the report from the working party (sent out to all councillors) for the programme of future works.
Cllrs discussed the draft budget and suggested reductions to the Gas and water rates budget headings. It was noted that Caretakers should take regular water metre readings to ensure early indications of water leaks.
The meeting was adjourned at 8.31pm for the Clerk to get some paperwork, resumed at 8.33pm
Increases were suggested to the cover facility repairs and renewals to include the possible need to replace parts of the Steyning Centre fence, on the southern boundary and the annual maintenance contracts to allow for additional items to cover issues highlighted during the recent working party discussions and walk round of the building on 23rd October.
The revised figures will be sent out to committee members before the next meeting.
The committee discussed the working party report. It was agreed to carry out the following into next year's budget:
Replacement of outside store door
Replacement of 3 fire doors – committee room 1 and 2 and Saxon door leading to kitchen.
kick strips for fire doors and door furniture
Painting of fire doors not being replaced
New flooring for Saxon kitchen and staff kitchen
Curtains for the Committee Rooms
To have the committee room as a trial for decorating project, and when the colour scheme is approved by committee the project is to be widened to the rest of the building.
It was agreed to have a working party to look at colours for curtains, paint and chairs and to discuss the possibility of a 'sponsor a chair' campaign for replacing the chairs and to report back to next meeting.

- PR18/52** **Correspondence** – to discuss incoming correspondence

- 52.1** Information concerning a proposal to introduce some form reduction of business rates on public toilets from April 2020. HDC will keep the council informed of what this will be and how to apply it once they receive the guidance.

- PR18/53** **Date of the next meeting** – Tuesday 4th December 2018 at 7.30pm

The Chairman closed the meeting at 8.50pm

Signed: **Date: 4th December 2018**

Chairman