

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 2nd OCTOBER 2018 AT 7.30PM

Present: Cllrs Lloyd, Picking, Hanson, Willett & G Sullivan

Members of the public: 1

Minutes: Deputy Clerk: Hazel Roxby
Clerk John Fullbrook

Minutes

- PR18/34** **Apologies for absence**
34.1 Apologies for absence were received and accepted from Cllr Northam & Toomey
- PR18/35** **Declarations of Interest**
35.1 There were no declarations of Interest received from Cllrs
- PR18/36** **Questions from the Floor**
36.1 **None**
- PR18/37** **Minutes of the previous meeting**
37.1 Cllr Hanson **proposed, seconded by** Cllr Sullivan that the minutes of the meeting of 4th September 2018 be accepted as a true record of the meeting. **Agreed**
- PR18/38** **Matters arising and Actions**
38.1-27.1 Cllrs Lloyd and Toomey met with members of the Tennis Club to discuss the accessibility of their toilet to the members of the public. Cllr Lloyd reported that The Tennis Club explained the issues which would affect them should they leave the gate open to the toilet for members of the public. To leave the gate open would be putting the security of the club house at risk and place further responsibility on the members to ensure that the gate is shut at the end of each session. The issue was left with the club to try to find a solution and to inform the committee. The Deputy Clerk to ask the club if members of the public are using

the toilet and to suggest putting up a notice “please shut the gate “on the gate to help resolve the issue of the gate being left open.

38.2-27.3 The new windows have been installed – there is some finishing off still to be done to 2 Window panes that were cracked when the contractors were carrying out the installation.

38.3-27.4 Cooker for Coombe Court is now fitted and working. Pleasing comments have been received from one of the regular caterers following their first use of the cooker.

38.4-29.1 Deputy Clerk has liaised with the local funeral director and he has confirmed that he will promote a Steyning Centre leaflet. Work to create a leaflet is ongoing.

38.5-31.2 New signage – Ordered and is due to be installed on 3rd October.

38.6-31.4 Relining of curtains -the work has been ordered and a date of 29th October has been set for taking the curtains down and 7th November for the curtains to be put back up.

PR18/28 Deputy Clerk’s Report and Steyning Centre update

28.1 Report for film nights - The September film was ‘Finding Your Feet’ there were 131 tickets sold making a profit of £229.99. There was a profit of £11.53 on the wine.

28.2 Rampion bid for lighting -The Clerk and Cllr Muncey with assistance from the Steyning 10.10 Greening Group and Steyning Partnership have reapplied to Rampion for the funding to change the present lighting to LED fittings. The result of the bid will be received on 26th November.

PR18/29 Cricket Pavilion, Bowling and Tennis Club Houses and High Street Toilets– to discuss any issues arising

29.1 The annual invoices have been sent to the clubs.

29.2 Re-painting of the seats in the bus shelter is being arranged.

29.3 Public Spaces Protection Order Notice – The sign was put up in the bus shelter but unfortunately, it was removed with-out a trace within 3 days. Deputy Clerk to ask if HDC are able to supply the council with another sign.

PR18/30 Financial items

30.1 To Agree the Income and Expenditure report for August 2018.

Cllr Hanson **proposed, seconded** by Cllr Lloyd that the income and expenditure report for August be accepted as a true record of the finances subject to budget head 4004 Telephones and alarms sum of £227.00 being transferred to the F&GP budget. **Agreed**

30.2 Re-evaluation of the Asset Register – Cllrs Northam and Lloyd have updated the asset register which was sent out to all committee members to review. Cllr Lloyd queried the allotment gates and fence heading as it is believed that the cost of fencing in 2016/17 is not included. Annual inspections of the Cricket Club and Bowling Club need to be arranged.

Deputy Clerk to look back over the records for the fencing and gates costs and arrange dates to carry out inspections of the clubs and report back to the next meeting.

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

30.3 To discuss the price increase for the Steyning Centre hiring for 2020-2021. Supporting papers were sent to committee members to show the current prices and the proposed price options for 2, 3 and 4% increase. Cllr Hanson **proposed, seconded** by Cllr Picking to increase the prices by 3% from 1st April 2020 to March 2021 **Agreed.**

30.4 Initial discussion preparing for budget requirements for 2019-2020. Councillors discussed their initial thoughts for Steyning Centre needs for next year's budget – these were

- 1 To replace the Saxon Room windows and fire exit doors as the fire exit door windows have moisture under the top layer.
- 2 Steyning Centre Lighting
- 3 The fire doors need re-polishing /re placing
- 4 Foyer needs updating, decorating
- 5 Curtains in committee rooms need to be replaced

A programme of works had been started last year and can be updated.
Cllr Hanson **proposed, seconded** by Cllr Lloyd to arrange a working party to discuss the budget and go through, and add to, the programme of works for 2019- 2020. **Agreed.**

PR18/31 **Correspondence** – to discuss incoming correspondence

31.1 A letter has been received from Steyning So & Sews to inform that following their presentation to the committee in March 2018 to explore the possibility of hanging one of their proposed projects, the group have decided that the Steyning Centre is not quite the right setting for the textile that they had in mind.
Deputy Clerk was asked to liaise with the group to discuss hanging the textile in another area of the centre if that would fit better with their requirements.

31.2 Steyning Primary School has approached the Council for permission to display in the foyer the winning art competition posters. This was **Agreed.**

PR18/32 **Date of the next meeting** – Tuesday 6th November 2018 at 7.30pm

The Chairman closed the meeting at 8.22pm

Signed: Date: 6th November 2018

Chairman