

Steypning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

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THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 8TH MAY 2018 AT 7.30PM

Present: Cllrs Hanson, Picking and Toomey

Members of the public: None

Minutes: Deputy Clerk: Hazel Roxby

Minutes

- PR17/117** **Apologies for absence**
117.1 Apologies of absence were received and accepted from Cllr Syred, Muncey, G .Sullivan and Northam.
- PR17/118** **Declarations of Interest**
118.1 There were no declarations of Interest received from Cllrs.
- PR17/119** **Questions from the Floor**
119.1 None for this meeting
- PR17/120** **Minutes of the previous meeting**
120.1 Cllr Hanson **proposed, seconded by** Cllr Toomey that the minutes of the meeting of 3rd April 2018 be accepted as a true record of the meeting.
Agreed.
- PR17/121** **Matters arising and Actions**
121.1-111.1 The Rampion Grant request next round is on 14th September. The Clerk will resubmit the application with the assistance of the Partnership.
121.2-111.2 An email was sent to Tennis Club chasing a response from letter and email of 22nd March. No response has been received yet.
121.3-111.3 Information for New Signage - Agenda item
121.4-111.4 Report from Steyning So & Sews is awaited.



Parish Clerk John Fullbrook
Deputy Clerk: Hazel Roxby

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- 121.5-113.2** Pavilion income and expenditure-Agenda Item
- 121.6-114.2** Blinds for committee room 3 have been installed.
- 121.7-114.3** Fire alarms for the Pavilion have been installed.
- 121.8-114.4** The Planning application for Coombe Court windows has been submitted to HDC and validated and will be on the next planning meeting agenda.
- 121.9-114.5** Clock for Coombe Court has been purchased and installed.
- PR17/122** **Deputy Clerk's Report and Steyning Centre update**
- 122.1** The Film in April was Murder on the Orient Express there were 97 tickets sold and a profit of £123.00 was made
Paddington 2 was shown in May and there were 84 tickets sold giving a profit of £74.00.
The next film, the Greatest Showman, which will be during the festival is already selling and looks to be a very popular film. The film has been advertised within the festivals brochure and will be in your Steyning magazine. Cllr Hanson **proposed, seconded** by Cllr Toomey that the profit from the film be granted to the Festival. **Agreed.**
- 122.2** The new caretaker/maintenance man is doing an excellent job. He has made a good impression on the customers and he is very conscientious with the maintenance work.
- 122.3** The new coffee machine is working out very well. The money taken in 6 weeks is £114.00.
- PR17/123** **Cricket Pavilion, Bowling and Tennis Club House and High Street Toilets**
- 123.1** The emersion at the pavilion has been tripping out with the hot water causing problems with the showers. The Clerk met with the plumber at the pavilion on 3rd May and it was confirmed that the boiler needs to be replaced to rectify the problem. A quote received to supply and install new boiler, replacement control valve and head, replacement expansion vessel and tamper proof lockable cover to thermostat and to isolate one cylinder is £1,946.00. The quote is from the contractor that has done all the previous work at the pavilion and Steyning Centre.
Cllr Toomey **proposed, seconded** by Cllr Picking to recommend the quote be accepted from the long term Council contractor and the work be done as soon as possible to avoid any further issues for the clubs using the facilities at the Pavilion. **Agreed.** To seek further agreement from F&GP.
- 123.2** The accounts end of year close down is due to be carried out on 9th May. An exact income and expenditure total will be available for next month. The expenditure for 2016/17 was £3457.45 and the income was £1936.01.
- 123.3** The expenditure for the High Street toilets for 2016/17 was £5749.50.
- PR17/124** **Financial items**
- 124.1** To sign the Income & Expenditure Reports for March 2018.
Cllr Hanson **proposed, seconded** by Cllr Toomey that the income and expenditure reports for March be accepted as a true record of the finances. **Agreed.**

- 124.2** The Deputy Clerk tabled examples of display/leaflet holders for the foyer where the pay phone was situated.
Cllr Picking **proposed ,seconded** by Cllr Hanson to purchase the Panorama Wall mounted leaflet holders, 6 XA4 and 8 x A5 holders at a cost of £140.00.
Agreed
- 124.3** The Deputy Clerk showed the committee samples of signs that had been received. Cllrs were very happy with the style and especially the back lit lettering for the main entrance of the building. Deputy Clerk was asked to get further quotes for similar signs and to find out if planning would be required for back lit lettering as the Steyning Centre is in a Conservation Area and report to next meeting.

PR17/125 **Correspondence**
125.1 None

PR17/126 **Date of the next meeting**
126.1 Tuesday 5th June 2018 at 7.30pm

The Chairman closed the meeting at 7.55pm

Signed: Date: 5th June 2018

Chairman