

Steypning Parish Council



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THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 8TH OCTOBER 2019 AT 7.30PM

Present: Cllrs Cree, Hanson, Rudkin and G Sullivan

Members of the public: None

Minutes: Deputy Clerk: Hazel Roxby

Minutes

- PR19/36** **Apologies for absence**
36.1 There were no apologies for absence from Councillors. Cllr Rudkin arrived at 7.47pm due to a traffic hold up triggered by an accident.
- PR19/37** **Declarations of Interest**
37.1 There were declarations of Interest received from Cllr Cree as a social member of the Cricket Club but not of the Committee or Management team and Cllr Sullivan as a life member of the Cricket Club.
- PR19/38** **Questions from the Floor**
38.1 None
- PR19/39** **Minutes of the previous meeting**
39.1 Cllr Cree **proposed, seconded by** Cllr Hanson that the minutes of the meeting of 3rd September 2019 be accepted as a true record of the meeting. **Agreed.**
- PR19/40** **Matters arising and Actions** – to consider matters arising and actions from the previous minutes
40.1-29.1 Rebuilding Cost Assessment has been added to the Asset Register. There is a working party due to discuss the assets register and it will also be updated during the budget process and will then be put on the website.

- 40.2-29.2** LED lighting companies to supply prices for phased work for replacement lighting to include the committee rooms in the first phase. -the report has been received - to be discussed under item 9.2.
- 40.3-29.5** Bus shelter gutter repair with new brackets has been done. It was noted that the gutter is not Level. Deputy Clerk to arrange for remedial work on the gutter to ensure it is level.
- 40.4-32.4** Letter to Barclays sent- Follow up letter- Deputy Clerk to send to Barclays the survey results.
- 40.5-32.4** ATM Survey follow up letter to High Street Businesses has been delivered. Thanks, were expressed to Cllr Cree for this.
- 40.6-30.1** Meeting with Clerk and Deputy Clerk arranged with Geoff Barnard. Report is a supporting paper. Deputy Clerk was asked to add a clause regarding recycling to the conditions of hire on the back of the Steyning Centre hire invoice. Ongoing. Deputy Clerk was asked to research the charge for trade recycling bin. Councillors were not comfortable with the Parish Council Logo being used on the Greening Group headed paper, they are concerned that the Council may not fully support all or some of the decisions or campaigns that will be sent out on Greening Group headed paper therefore giving the wrong impression to residents of the councils actual position on specific subject areas. However, the committee do strongly support the Greening Group objectives.
- 40.7-32.1** Quotes for toilet seats for High Street toilets - Have asked a Plumber and the maintenance man for quotes. Deputy Clerk informed that the plumber and maintenance contractor have declined to quote at present as they felt it not possible to attach seats to the existing toilets. Cllr Cree gave further information on possible fittings and the Deputy Clerk to try other contractors.
- 40.8-32.5** Business Card stand prices – supporting papers with different types of holders were tabled. Cllr Hanson **proposed, seconded** by Cllr Sullivan to purchase a wall mounted business card holder at a cost of £59.00 to aid with advertising of the business in the High Street. **Agreed**
- 40.9- 32.3** Signage for High street toilet doors to indicate urinals at front of bus shelter. Signs have been put up on both the toilet doors in the High Street. Cllrs have requested Deputy Clerk to investigate professional signage for direction to the urinals at the front of the building to be made and get costs.
- PR19/41** **Deputy Clerk's Report and Steyning Centre update**
- 41.1** Report for Film Night --The Film in September was Red Joan. There were 165 people at the film. There was a profit of £347.41 and a profit on the wine of £51.25. The film in October was Rocket man, there were 126 people attending. The profit taken was £209.28 and the profit on the wine was £57.50. New wine glasses have been purchased to ensure that all glasses of wine sold are the same size and the glasses have the 125ml pub measure. The total profit on the wine taken so far is £1,297.00. The film nights have been running since September 2014 and the total profit taken during this time is £11,341.27. This has proved to be an excellent community service provided by Steyning Parish Council.
- 41.2** Coffee Machine Report - The sales from the coffee machine for September is £53.00. The total takings since the machine was purchased in March 2018 is £1,269.00. The machine cost was £1662.50, and the ingredients have cost £476.99 so far. Only approx. £900.00 until the profit bracket will be reached.

- 41.3** Hall and Room Rentals - The room bookings for September were down in Coombe Court and the committee rooms for this month compared to last year. Saxon room was up by 32 hrs
- 41.4** British Gas inspection has been carried out and a new flue has been fitted as per the recommendation and was done free of charge.
- 41.5** The Grand Piano has now been passed to The Art Society Steyning (TASS). The piano will remain in the Steyning Centre and hire charge will be done with the booking system. TASS will be covering any costs that the income for hire doesn't cover until the funding given to them with the piano is depleted. Cllr Hanson was thanked for her help with sorting out this issue.
- PR19/42** **Cricket Pavilion, Bowling and Tennis Club Houses, Steyning Centre and High Street toilets**
- 42.1** Cllrs discussed how to utilise more the toilet situated at the back of the building. Deputy Clerk informed that the door opens into the carpark and was deemed to be a Health and Safety issue by HDC and SPC when the toilet block was upgraded. Cllrs felt that this issue can be discussed with HDC when the car park is renovated in the near future.
- 42.2** Cllrs discussed the floors in the High Street toilets being discoloured and therefore not looking clean. Deputy Clerk to investigate a special floor paint and the cost.
- Memorial Playing Field**
- 42.3** The Amenities committee have been discussion the paving for outside of the changing rooms at the MPF.
- 42.4** Cllr Sullivan **proposed, seconded** by Cllr Hanson to allow the Amenities Committee to go forward with their discussions and any actions on the paving in front of the changing rooms. **Agreed.** Deputy Clerk and Cllr Cree to investigate prices for renewing the existing gutter for a galvanised gutter for the changing rooms and report back to the next meeting. The Income and expenditure for changing rooms was tabled. It was noted that the expenditure is more than the income. Cllrs discussed contacting football teams and rugby teams to try to fill the Autumn/winter season. Cllrs considered the costs being charged to the Cricket Club and Deputy Clerk was asked to find out what the charges are for the changing rooms and to research the costs that other councils charge.
- Steyning Centre**
- 42.5** Steyning centre sound system, Cllr Rudkin reported that the microphones do not appear to be working properly. Deputy Clerk to check the system.
- 42.6** ATM – following the survey results an action for Deputy Clerk is to contact Barclays again to ask if their intention is still to supply an ATM, to inquire about the Business rates that may be incurred and to ask again if there is any data on out of hours usage. It was suggested to research the Link Cash points as a possible service.

- PR19/43** **Financial items** - to receive and discuss financial matters
43.1 To agree the Income and Expenditure report for July and August
The Income and Expenditure report signing were deferred to the next meeting awaiting

Confirmation of the figure in budget line 4342 as Deputy Clerk was unable to give a satisfactory explanation for the apparent overspend.
- 43.2** LED Lighting – to discuss the report received from The Green Light UK and to agree a way forward for this project and the first phase funding requirements. Cllrs discussed using the £5000 grant money on getting the foyer, offices and Saxon Room lights changed to LED. Cllr Hanson **proposed, seconded** by Cllr Sullivan to ask Green Light Company to draw up a specification for the work and to obtain quotes for the work up to the sum of £5000 with a contingency back up of £2000 if necessary. Deputy Clerk to query how the figure of 15,342.59 on page 4 is reached. **Agreed**
- 43.3** Steyning centre room hire prices for April 2021 – to March 2022 – report and paper from Deputy Clerk was tabled.
Cllr Sullivan **proposed, seconded** by Cllr Cree to raise the prices in 2021-2022 by 3%. **Agreed**
- 43.4** Projects – to prioritise and set up project team if any new projects are noted. Cllrs were asked to email suggestions for upgrades to the Steyning centre to the committee and Deputy Clerk.
- PR19/44** **Premises Budget for 2020-2021**
44.1 There was an initial discussion preparing for budget requirements for 2020-2021. Cllrs to look at the income and expenditure reports and discuss suggestions for budget head requirements of increase or decrease at the next meeting.
- PR19/45** **Correspondence** – to discuss incoming correspondence
None for this meeting.
- PR19/46** **Date of the next meeting** – Tuesday 5th November at 7.30pm

The Chairman closed the meeting at 9.18pm

Signed: **Date: 5th November**
Chairman