

Steypning Parish Council



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

Telephone: 01903 812042

www.steyningpc.gov.uk

THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYNING CENTRE MONDAY 13TH JANUARY 2020 AT 7.30PM

Present: Cllrs Cree, Hanson, Rudkin, G Sullivan, Norcross and Alexander

Members of the public: 4 including Cllrs S Sullivan, Campbell and Goldsmith

Minutes: Deputy Clerk: Hazel Roxby

Minutes

- PR19/70** **Apologies for absence**
70.1 There were no apologies for absence from Councillors
- PR19/71.** **Declarations of Interest**
71.1 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.
- PR19/72.** **Questions from the Floor**
72.1 Cllr Rudkin asked if the camera was recording and if so, what is the recording to be used for. Cllr Alexander replied that the camera is recording the meeting, and this will be placed on the Facebook website.
Cllr Rudkin requested the camera be turned off as he disagreed with the way the recordings are being used on Facebook.
Cllr Cree informed that the public have been allowed to record and publish meetings in audio or video in accordance with the law.
Cllr Rudkin was unhappy with recording being able to continue and left the meeting at 7.35pm.
- PR19/73.** **Minutes of the previous meeting**
73.1 Cllr Cree **proposed, seconded by** Cllr Sullivan that the minutes of the meeting of 3rd December 2019 be accepted as a true record of the meeting subject to the amendment of removing Cllr Northam was absent. **Agreed.**

Cllr Cree **proposed, seconded** by Cllr Sullivan the amendment of the minutes of 5th November to removed Cllr Northam for the apologies list. **Agreed**

- PR19/74** **Matters arising and Actions** – to consider matters arising and actions from the previous minutes
- 74.1- 51.2** Follow up Letter to Barclays has been sent – A meeting with Barclays rep was held on 6th November. Discussion notes and further information was forwarded to the committee Deputy Clerk spoke with the Clerk at Henfield Parish Council concerning their ATM project, he informed that they are still in negotiations with Barclays Bank. Cllr Mike Morgan, who has been leading the project for an ATM in Henfield, has said he is happy to meet with cllrs to discuss their project once he has heard back from Barclays concerning the suggestions he has forwarded to them. He will contact the Deputy Clerk to organise a meeting when he has some information to share.
- 74.2-51.2** An email has been sent to Barclays Representative to organise a meeting with cllrs. He has responded requesting more detail of what cllrs require to know so that he can obtain the information before attending. Once he has received this information he will arrange a date.
- 74.3 - 66.2** 2 business card stands have been purchased and put up.
- 74.4 – 67.1** LED lighting Company has agreed to carry out the scope of works for the first phase of the lighting project – the offices, foyer, Saxon Room and the Committee Rooms. A meeting to be held with Deputy Clerk, Cllr Cree, the Clerk and Mr Moore of the Green Light Company on 14th January.
- 74.5 – 54.3** The cables for Wi-Fi for coombe court and Saxon Room is now completed. The Wi-Fi boxes are to be done next week. Deputy Clerk was asked to investigate the cost of extending the Wi-Fi to the committee room and report back to the committee at the next meeting.
- 74.6 – 56.1** Happy to Chat bench – was agreed at December Parish Council meeting and a sign has been placed in the bus shelter. The use is being monitored and a report will be sent once the month trial is finished.
- PR19/75.** **Deputy Clerk’s Report and Steyning Centre update**
- 75.1** Report for film nights – The film for January was Yesterday. There were 159 tickets sold which made a profit of £326.16. The next film is 5th February and is called “the Keeper” which is based on a true story. The profit on the wine was £69.25. Thanks to the Cllr Goldsmith for donating the left -over wine from the Chairman’s Function held in December. Cllr Cree thanked Hazel (Deputy Clerk), Tessa (Admin Assistant) , Lou and Cllr Lloyd for the work they do for the film evenings.
- 75.2** Coffee Machine Report – the income received in December was £69.00.
- 75.3** Hall and Room Rentals - the income for room hire during December was up in all the rooms compared to the same month last year. Cllr Cree suggested that a spreadsheet could be designed for the committee to know the customers, the times hired, how much is paid. Deputy Clerk informed the information can be provided from the booking software but would not include customer details for Data Protection reasons.

- 75.4** For Cllrs information and added after the agenda was posted
On Saturday 28th December the pipework to the boiler burst, which meant the heating was not functioning and was also a potential flood situation. The plumbers came out as soon as possible to make the situation safe and ordered the parts required to fix the pipework and restore heating. The bookings planned over the period from 28th December to 6th January were maintained with the aid of hired portable heaters. All customers were very grateful to have been able to go ahead with their bookings. Deputy Clerk and the Caretakers were thanked for dealing with the issue.
- PR19/76. Cricket Pavilion, Bowling and Tennis Club Houses, Steyning Centre and High Street Toilets–**
to discuss any issues arising
- 76.1 High Street toilets**
Deputy Clerk to investigate companies for professional opinion on special floor paint for High Street Toilets – Ongoing
Signs for urinal – ongoing – The signs to indicate that the Gents urinals are at the front of the building would need to be specially made - Deputy Clerk to get prices for this and report to next meeting.
- 76.2 Memorial Playing Field**
Deputy Clerk to request quotes for galvanised gutters at changing rooms – one quote received from our maintenance operative. IdeVerdi are going to amend their quote - Have also asked 2 further quotes from local contractors . It was the consensus of the committee that the gutter and fascia's require maintenance and do not require replacement.
- 76.3 Steyning Centre**
ATM – follow up actions – Emailed Barclays Bank Rep to arrange a meeting as discuss at item 74.2– waiting a response
- PR19/77 Financial items – to receive and discuss financial matters**
77.1 To agree the Income and Expenditure report for November 2019 –
Cllr Cree **proposed, seconded** by Cllr Alexander that the reports be accepted as a true record of the November 2019 income and expenditure for the premises committee. **Agreed.**
- PR19/78 Premises Budget for 2020-2021**
78.1 Final discussion for the proposed budget requirements for 2020-2021 – the committee discussed the projects that were suggested to be added to the budget at the last meeting.
1. Installation of ATM - £6000.00 – Cllr Cree had worked out approximate costs for the security options given by Barclays Bank representative as between £11.800 up to £24.600. Cllr Sullivan **proposed** that the ATM project be removed from the project list as it such a large amount to put on the budget, **seconded by** Cllr Norcross. **Agreed Unanimously.**
It was noted that cllrs don't want to give up on the idea of an ATM in the Town and would seek other ways to pursue the facility.
2. Steyning Centre LED Lighting Upgrade- £5000.00 to be added to grant money of £4,650.00.

Cllr Cree **proposed, seconded** by Cllr Hanson to keep this project as stated. **Agreed.**

3. High Street Bus Shelter Display Boards - £1000.00.

Cllr Cree **proposed, seconded** by Cllr Alexander to keep this project for either display boards, mural or for better lighting. **Agreed unanimously.**

4. Gutter upgrade to MPF Changing Rooms and High Street Toilets - £4000.00. Following the discussions during item 76.2.

Cllr Hanson **proposed, seconded** by Cllr Norcross to remove this item from the projects list. **Agreed.**

Cllr Cree **proposed, seconded** by Cllr Hanson to change budget item 4342 from £10,800 to £12,000, an increase of £1,200, to facilitate within this expenditure the repairs to the gutters for the changing rooms at the Memorial Playing Field and the High Street toilets to be carried out. **Agreed.**

PR19/79 **Correspondence** – to discuss incoming correspondence
78.1 None at time of printing

PR19/80 **CONFIDENTIAL SESSION**

To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3e to exclude the press and public on the grounds that the confidential matters to be discussed under item 80.1 below on the basis that it may involve disclosure of personal information relating to staffing matters and /or in contractual matters which it would be inappropriate to put in the public domain.

80.1 **Staffing Issue** - Update concerning staff for the Steyning Centre.
A member of the caretaking staff has been dismissed. An advert for a caretaker and maintenance person has been put placed in the High Street notice boards and on the parish council website.

PR19/81 **Date of the next meeting** – Tuesday 4TH February at 7.30pm

The Chairman closed the meeting

Signed: **Date: 4th February 2020**
Chairman