

Steypning Parish Council



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THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 4TH FEBRUARY 2020 AT 7.30PM

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

Members of the public: 2

Minutes: Deputy Clerk: Hazel Roxby

Minutes

- PR19/82** **Apologies for absence**
82.1 There were no apologies for absence from Councillors.
- PR19/83** **Declarations of Interest**
83.1 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.
- PR19/84.** **Questions from the Floor**
84.1 None
- PR19/85.** **Minutes of the previous meeting**
85.1 Cllr Cree **proposed, seconded by** Cllr Sullivan that the minutes of the meeting of 13th January 2020 be accepted as a true record of the meeting. **Agreed.**
- PR19/86** **Matters arising and Actions** – to consider matters arising and actions from the previous minutes
86.1- 74.1 ATM Meeting
Report from Meeting with Cllr Trevor Cree, Deputy Clerk and Cllr Mike Morgan from Henfield PC, also Horsham District Councillor, on 30th January concerning the possible installation of an ATM in the High Street.



Parish Clerk John Fullbrook
Deputy Clerk: Hazel Roxby

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- (i) Henfield had hoped that they had an agreement to locate an ATM in the 'Full of Beans' cafe in Henfield High Street but that these plans had fallen through.
- (ii) The bus shelter in Henfield is no longer being considered due to the recent toilet renovations but they are still looking at the old Lloyds Bank building and possibly the library. However, they are still assessing whether or not there remains a real need for an additional ATM in Henfield.
- (iii) Henfield were not aware that they would have to pay for security measures
- (iv) Attention has to be paid to the fact that any location would have to have a wide pavement for the security structures and that an investigation of the utility services underground was essential and possibly could cause complications.
- (v) Henfield have ATMs at the garage and One-Stop shop and both include transaction charges.

86.2-74.2

Barclays Meeting

Barclays Representative is awaiting a response from the committee for details that Cllrs wish to discuss. Once he receives the reasons, he will inform me of available dates. Cllrs discussed looking at other places for installing an ATM, such as the Police Station or the Ally way to the side of Sussex Produce. Deputy Clerk to request a meeting with Barclays Representative and give the following reasons

1. To visit and discuss the Bus Shelter ATM location
2. To discuss alternative sites
3. Pavement security requirements and costs
4. ATM rental income or costs
5. Any other issues

86.3 – 74.4

LED Lighting Company – Report from meeting held on 14th January concerning the LED lighting any further updates. The list of suggested changes from the existing lighting to LED lamps was tabled. Cllr Hanson asked if it would be possible for the lumen usage to be included. The report for products and budget costs is still awaited from the Green Light Company. When the report is received it will be possible to request quotes from Electricians and report back to the next meeting

86.4 – 74.5

Wi-Fi for the Steyning Centre - Coombe Court and Saxon room have now been completed with the fitting of wi-fi panels. The committee room has benefited from the update of Coombe Court wi-fi and the Contractor is hopeful that further installation into the committee rooms won't be necessary. Cllr Alexander confirmed that the committee rooms has a good service from the Wi-Fi and won't require any further installation. Deputy Clerk to inform the committee if there are any problems with the wi-fi reported by customers.

PR19/87

Deputy Clerk's Report and Steyning Centre update - to receive the day to day report on the Steyning Centre and discuss any issues.

87.1

Report for film nights – the film this month is The Keeper. Sales for tickets are going well.

87.2

Coffee Machine Report - the income from the coffee machine is £78.00. The is down by £30 compared to last January.

- 87.3** Hall and Room Rentals - the hours of hire during January this year were down in Coombe Court and Saxon room compared to the same month last year. Deputy Clerk explained that there were some extra bookings last year that were not repeated during January this year. Coombe Court had 2 children's parties, the U3A had a 6hr booking on a Saturday and one of the yoga classes has ceased due to the illness of the tutor. In Saxon room there was a child's birthday party, a baby shower and the Conservative party had a 3-hour meeting on a Saturday. A list of bookings for the month for each room, the hours, the organisation and the costings was tabled. A list of weekly, monthly and annual regular bookings and the number of years the customers have been coming was also tabled. Cllr Cree and the committee members were happy that the reports tabled contained all the data and information that had been requested. Deputy Clerk was asked to supply the monthly report by email in future in a bid to save on paper and printing costs.
- 87.4** Solar panel annual report. The total income received since the installation of the panels in Nov 2010 was tabled. The total amount received is £8,748.97. It was proposed that a potential for additional solar panel energy generation could be investigated.
- 87.5** Report of roof leak - a leak from the flat roof above the corridor was discovered last week. The caretakers have been on the roof and discovered a very small crack in an upright flashing area. This has now been sealed and all the wet leaves on the roof have been cleared. This will be monitored for any further issues.
- 87.6** Update on Caretaker vacancy. The advert has been placed on the noticeboards, the website, the newsagent's boards in Steyning and Bramber and is now also on the job centre and indeed websites. There have been 3 applications received so far, the closing date for applications is 14th February.
- PR19/88. Cricket Pavilion, Bowling and Tennis Club Houses, Steyning Centre and High Street Toilets–**
to discuss any issues arising
- 88.1** **High Street toilets**
Deputy Clerk to investigate companies for professional opinion on special floor paint for High Street Toilets – Contractor has been requested to supply a quote to paint the 3 resin floors with resin paint. Cllr Alexander informed that he may be able to ask a contractor to contact the Deputy Clerk to supply a further quote.
Signs for urinal– signs to indicate that the Gents urinals are at the front of the building can be specially made to A5 size for approximately £10 to 15 each. Cllrs discussed the need for the signs and agreed that for the present time the laminated signs should be removed and Deputy Clerk to monitor queries/ complaints from residents concerning difficulties finding the urinals. Ideas for door locking of High Street Toilets. Manual opening and closing has been costing £99.00 per month with the current contractor. There has been a member of the public interested in taking on the task daily and has a back up for illness and holidays.
Quote for auto locking – fitting and wiring of power supply, batteries and locks for 3 doors is £1780 + VAT an additional £176.00 +vat to supply a standalone 7 day timer. Annual service

is offered at £89.00 +VAT. Cllrs discussed the options and requested the Deputy Clerk to ask the negotiate with the resident a suitable rate and to report back to the next meeting.

88.2 **Memorial Playing Field**

Deputy Clerk to request quotes for galvanised gutters at changing rooms – to discuss at item 79.4 ad 79.5.

88.3 **Steyning Centre**

ATM – follow up actions – updated at previous item 86.2 and 86.3.

PR19/89 **Financial items** – to receive and discuss financial matters

89.1 To agree the Income and Expenditure report for December 2019

Cllr Cree **proposed, seconded** by Cllr Hanson that the reports be accepted as a true record of the December 2019 income and expenditure for the premises committee. **Agreed.**

The Clerk was thanked for his good work on the presentation of the Annual budget sheet for the premises committee.

89.2 To discuss Wi Fi cost for Committee Rooms if required. No further installations required.

89.3 Discuss purchase of video camera for recording SPC committee meetings – Cllr Cree suggested that the committee investigate the costs for a camera and microphone for recording Committee and Full Council Meetings which could then be up-loaded to Facebook/YouTube. Cllr Alexander offered to help with looking into this. The Committee agreed that the Deputy Clerk and Cllr Alexander work together to provide a spec of camera, microphone, brackets and prices and report back to the next meeting.

89.4 To discuss quotes gutter repairs for Bus Shelter and toilets - Cllr Sullivan **proposed, seconded** by Cllr Hanson to accept the quote of £190.00 to clean and repair gutter and fascia at the High Street Toilets. **Agreed.**

89.5 To discuss quotes for gutter repairs at MPF changing room. Cllr Cree **proposed, seconded** by Cllr Alexander to accept the quote of £135.00 to repair and clean the gutter and unblock the down pipe at the Changing Rooms. **Agreed**

PR19/90 **Correspondence** – to discuss incoming correspondence

90.1 None at time of printing

PR19/91 **Date of the next meeting** – Tuesday 3rd March 2020 at 7.30pm

The Chairman closed the meeting 8.25pm

Signed: **Date: 3rd March 2020**
Chairman

Recording link

<https://archive.org/details/20200204steyningparishcouncilpremisesmeeting>

