

Steypning Parish Council



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THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 3RD MARCH 2020 AT 7.30PM

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

Members of the public: 1

Minutes: Deputy Clerk: Hazel Roxby

Minutes

Cllr Cree informed the committee that he unfortunately needed to leave the meeting at 8.30pm. Should the meeting still be in progress he would suggest that Cllr Sullivan is delegated to take the chair for the rest of the meeting.

PR19/92 **Apologies for absence**

92.1 There were apologies for absence from Councillor Norcross

PR19/93 **Declarations of Interest**

93.1 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.

PR19/94. **Questions from the Floor**

94.1 None

PR19/95. **Minutes of the previous meeting**

95.1 Cllr Cree **proposed, seconded by** Cllr Sullivan that the minutes of the meeting of 4th February 2020 be accepted as a true record of the meeting. **Agreed.**

PR19/96 **Matters arising and Actions** – to consider matters arising and actions from the previous minutes

96.1- 86.2 Barclays Meeting

Deputy Clerk to request a meeting with Barclays Representative and give the following reasons



Parish Clerk John Fullbrook
Deputy Clerk: Hazel Roxby

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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

Email was sent to Barclays rep on 7th Feb and a reminder email on 19th Feb to which there was an out of office until 20th Feb response, another email sent 2nd March and there was out of office till 3rd March response. This matter is ongoing.

- 96.2 – 86.3** LED Lighting Company – Scope of works received and sent out to councillors. To be discussed under item 98.3 iii.
- 96.3-86.4 –** Wi-fi in the committee rooms is working well. There have been no complaints
- 96.4 – 74.4** Quotes for gutter repairs for Bus Shelter and toilets were accepted. The work has been ordered and the contractor is due to start work on week of 2nd March.
- 96.5 – 74.5** Quotes for gutter repairs at MPF changing room were accepted. The work has been ordered and the contractor is due to start work on week of 2nd March.
- PR19/97** **Deputy Clerk's Report and Steyning Centre update** - to receive the day to day report on the Steyning Centre and discuss any issues.
- 97.1** Report for film nights –The Keeper had 108 people attending, the profit from this was £145.53 The profit from the sales of the wine was £29.00 . Next Film is Downton Abbey 95 tickets have been sold so far.
- 97.2** Coffee Machine Report - the income from the coffee machine is £70.00 which is the same as last year at this time.
- 97.3** Hall and Room Rentals - the hours of hire during February were up slightly in the Committee Rooms and Saxon Room and remained the same for Coombe Court. compared to the same month last year.
The monthly report of bookings for each room for February was emailed to the committee members.
- 97.4** Update on Caretaker vacancy. 17 applications were received – 5 were offered interviews. Interviews were carried out on 27th Feb - the position was offered and accepted by a local person.
He starts on 4th March and will have 4 to 6 training sessions with the other caretakers before being able to go solo.
- 97.5** Annual Automatic door service carried out on 18th February 2020. The contractor cleaned sensor lenses. 2 Door hinges were replaced and some of the corrosion that is building up on the sensor PCB's was removed. This may need replacing at the next service.

PR19/98. Cricket Pavilion, Bowling and Tennis Club Houses, Steyning Centre and High Street Toilets–
to discuss any issues arising

98.1 High Street toilets

- i 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. Quote has not yet been received. Deputy Clerk to investigate other companies for floor painting.
- ii Ideas for door locking of High Street Toilets. There has been a member of the public interested in taking on the task daily and has assured that he has a back-up for illness and holidays. Resident has requested £6.00 per day, which equates to £2,190.00 per year. Cllr Sullivan **proposed, seconded** by Cllr Alexander to move forward with a 3 month trial for manual opening and closing of the toilets to start when the present contract is finished. **Agreed.**
- iii The bus shelter lights have been cleaned and new bulbs put in – it was noted that one light has since gone out again, a bulb had blown – This was replaced on 3rd March. Deputy Clerk to monitor the lighting and if the problem persists to arrange for an electrician to look at the cause.

98.2 Memorial Playing Field

- i Changing room plumbing – the overflow was caused by a broken thermostat. The plumber has now replaced the thermostat and 2 valves and the problem seems to be sorted. Deputy Clerk to report to committee the cost of this work.

98.3 Steyning Centre

- i ATM – Follow up – ongoing. Deputy Clerk to go back to Barclays for meeting dates. Cllr Rudkin asked if Link ATM's could be researched. Deputy Clerk informed that it had been discussed before at a previous meeting and had not been recommended. Committee members were unable to recall this. Deputy Clerk to check the previous minutes and report back to the Committee.
It was suggested by Cllr Alexander that the Police Station could be a possible site for an ATM. This could be explored with the Barclays Rep when the meeting is convened.

At this point Cllr Hanson proposed to move to item 99.1 as time was getting late, and Cllr Cree needed to leave in the next 15 minutes, and to revert back to the other items if time allowed. **Agreed. (The minutes will remain in numerical order).**

- ii LED Lighting - the scope of works has now been done and can be sent out to electricians – there are 2 local ones and our usual contractor -
Cllr Sullivan **proposed, seconded** by Cllr Hanson that the Deputy Clerk, Cllr Cree and Cllr Alexander be delegated to put a pack together and send out for 3 quotes to supply and fit the LED lighting and to report and agree the quotes, when received, by email. **Agreed.**

iii Discuss purchase of video camera for recording SPC committee meetings –. Cllr Alexander offered to help with looking into this. Quotes for cameras were tabled. Discussions were had as to whether recording or streaming would be the best options. Cllr Alexander was requested to provide a quote based on the equipment he was using and also to supply further information on the “Meeting owl” and to report back to the next meeting.

PR19/99 **Financial items** – to receive and discuss financial matters
99.1 To agree the Income and Expenditure report for January 2020
Cllr Sullivan **proposed, seconded** by Cllr Hanson that the reports be accepted as a true record of the January 2020 income and expenditure for the premises committee. **Agreed.**

PR19/100 **Correspondence** – to discuss incoming correspondence
100.1 Happy to Chat – Update. As this item is not on the agenda for discussion
Cllr Sullivan **proposed seconded** by Cllr Hanson to let it run for now and have the item on the agenda for the next meeting. **Agreed.**

PR19/101 **Date of the next meeting** – Tuesday 7th April 2020 at 7.30pm

The Chairman closed the meeting 8.29pm

Signed: **Date:** 7th April 2020
Chairman

Recording

<https://archive.org/details/20200303steyningparishcouncilpremisesmeeting>