

Steyning 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 HELD VIA ZOOM VIDEO CONFRENCING ON TUESDAY 5TH MAY 2020 AT 7.30PM

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

Members of the public attending the virtual meeting: 4 - including Cllr Campbell

Minutes: Deputy Clerk: Hazel Roxby also present - Clerk: John Fullbrook

Minutes

Chairman's opening statement.

The Chairman welcomed Cllrs and residents to the meeting and reiterated the information that he is standing down as chairman of the Premises Committee after this meeting. He informed that this is the 5th Zoom meeting for Steyning Parish Council since 7th April 2020. The Amenities meeting last week lasted 2.5 hours and shows how important these meetings are to be able to continue with Parish Council business.

PR19/108 Apologies for absence

108.1 There were no apologies for absence from Councillors

PR19/109 Declarations of Interest

109.1 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.

PR19/110. Questions from the Floor

110.1 Mr Barnes, member of the public, requested to speak at item 7.1-iii if there were any questions for him at that time

PR19/111 Minutes of the previous meeting

111.1 Cllr Cree **proposed, seconded by** Cllr G Sullivan that the minutes of the meeting of 7th April 2020 be accepted as a true record of the meeting. **Agreed.**



Parish Clerk John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
Email: hazel.roxby@steyningpc.gov.uk

- PR19/112 Matters arising and Actions** – to consider matters arising and actions from the previous minutes
- 112.1-96.1** Barclays Meeting - Deputy Clerk to request a meeting with Barclays Representative and inform him of the questions at the last meeting. – Update from meeting of 4th February to be reported by Deputy Clerk. Barclays rep responded to Deputy Clerks emails of 7th and 20th February on 23rd March and stated *‘In light of the current situation and travel restrictions we will not be able to visit Steyning. I will however continue to keep this close to me and progress once we are back to normal’*
- 112.2-96.2** LED Lighting Company – Scope of Works – deferred until after Covid-19 crisis
- 112.3-96.3** Bus Shelter and toilets gutter – Works Completed
- 112.4-96.4** MPF Gutter - Works Completed
- PR/113 Deputy Clerk’s Report and Steyning Centre update** – to receive the day to day report on the Steyning Centre and discuss any issues.
- 113.1 Report for film nights** – The film night held in March was Downton Abbey, there were 152 people attending. The net profit from the film was £301.37 The wine profit was £24.45. The total net profit made from film nights from April 19 to March 20 was £2,763.97 which is up by £878.25 more than the previous year’s total. The total wine profit for the year April 19 to March 20 was £404.25. this is £182.more than the previous year.
Cllr Cree thanked the Office staff for their continued work on making the film nights a success.
- 113.2 Coffee Machine Report** - The income from the coffee machine in March was £51.00
The total coffee machine income for April 2019 to March 2020 was £730.00 This is down £200.00 on last year’s total. The income fluctuates depending on the weather and usage by years 7 and 8 children of the Lower Grammar School
- 113.3 Hall and Room Rentals** – Reports have been sent out in 3 sets. Set 1 shows the bookings that did come in March and gave a total room hire income including VAT at £8,789.54. Set 2 is the bookings that were planned from 20th March to 31st March that had to be cancelled therefore shows a loss income of £2,253.53. Set 3 shows the bookings that were planned for April, the Blood Donors were the only booking so there was an income of £255.40 from that hire and the rest of the bookings amounted to £5,087.94 in lost income.
It was noted that the Covid 19 crisis will have a huge impact on the parish council this year. Deputy Clerk will continue to report on the monthly losses.
Cllr Alexander suggested that once the Steyning Centre is able to reopen advertising should be considered. Clerk and Deputy Clerk stated that regular customers will be informed as soon as there is any news on the centre being able to open, notices will be put up and an advert will be placed in Your Steyning.
- 113.4** Blood Donor session 27th April – The Clerk reported that the Blood Donor session on 27th April from 12pm to 9pm went well. The organisers had provided their own risk assessment and met with the Clerk when they arrived. Each donor was triaged at the entrance to the Steyning Centre and a one in/one out system and social distancing regulations were adhered to.
Cllr Cree congratulated the staff of the centre for the well managed event.

- 113.5** Report on work being carried out by Caretakers during Covid 19 - Since the parish council meeting on 20th April the caretakers have been carrying out a deep clean procedure for the Steyning Centre. The first areas (coombe court, coombe court kitchen and all the toilets in the centre) had been deep cleaned in preparation for the Blood Donors session that took place on 27th April, and a repeat clean of the same areas has been carried out following the event. Week beginning 4th May it is planned that the caretakers will do the deep clean of the High Street Toilets, Changing rooms and the outside toilets at the Steyning Centre. The Clerk informed that painting of the changing rooms and the toilets adjacent the Steyning Centre was also being started.
- PR/114** **Cricket Pavilion, Bowling and Tennis Club Houses, Steyning Centre and High Street Toilets–** to discuss any issues arising
- 114.1** **High Street toilets**
- I** Deputy Clerk to investigate companies for professional opinion on special floor Paint for High Street Toilets – quote requested from Contractor – **Deputy Clerk to continue chasing the contractor for the quote.** It was suggested that the caretakers could be assigned to paint the floors, however deputy Clerk informed that the resin floors required specialist preparation and paint for the floors.
- ii** **Door locking of High Street Toilets** -Toilets Closed due to Covid-19. Deputy Clerk informed the resident that was due to start opening and closing the toilets that his services won't be required until further notice.
- iii** **Self Distancing and Resident Support signage** - to discuss and agree position on signage for the seats in the bus shelter. Cllr Cree reported that new style signs had been made by the Forum Group that now state the 2m distance requirement and several other Coronavirus advised regulations. Cllr Rudkin requested the bus shelter be closed for safety concerns. It was noted that buses are still running, and the bus shelter is a welcomed seat and shelter from rain. Once the signage is in place informing of the 2m distance hopefully residents would comply. Cllr Cree **proposed, seconded** by Cllr Alexander that the bus shelter remains open and signage is put on each seat. **Agreed** 5 for 1 against **Deputy Clerk to liaise with the Forum Group to organise the signage.**
- 114.2** **Memorial Playing Field**
- i** **Changing Room plumbing issues** – There has been a report of a further leak at the changing rooms and the plumber has been notified –**Deputy was requested to send the electricity and water meter readings for the changing rooms to committee members** - the Changing rooms remain closed due to Covid -19.

114.3

Steyning Centre

To discuss issues related to the use of the Steyning Centre as a Community Hub during the current Coronavirus crisis including as an emergency building for HDC

i Potential use of the Centre, particularly Coombe Court, for other uses such as an emergency ward, medical or other function

Deputy Clerk spoke to one of the Drs at the Health Centre concerning use of Steyning Centre as a hospital ward – response was that they have not been involved with the Coronavirus arrangement. The government and NHS (above the level of health centres and Drs) have sorted out for letters to the elderly and vulnerable and if there was a requirement for use of the hall it would come from the Government or NHS.

Deputy Clerk has had no success in contacting the Grammar School.

ii To discuss quotes/prices for video camera recording and microphone equipment for Parish Council and committee meetings at the Steyning Centre –no further quotes have been sought since the last meeting and Covid 19 crisis.

Cllr Cree suggested that cameras could still be researched and report back to next meeting. It was requested if updating the sound system could also be researched.

Deputy Clerk to put both on the agenda for the next meeting.

iii Masonic Lodge Meetings – Health and Safety Issues -

Cllr Cree reported on possible issues with Health and Safety concerning the setting up of the Masonic Lodge meetings and possible blocking of access to rooms and corridor. Clerk and Deputy Clerk reported that areas are not blocked, doors are not being locked and there are no Health and Safety regulations/requirements being breached. Once customers have booked and set up rooms ready for their event access by other persons is not permitted unless for an emergency.

Cllr Norcross reiterated that persons should not be given access to booked and set up rooms.

A member of the public was given permission to speak at this point. He congratulated the committee on working with the Forum Group to get the signs put up in the bus shelter. He made further statements not relevant to items on the agenda.

PR/115

Financial items – to receive and discuss financial matters

115.1

To agree the Income and Expenditure report for March 2020

Cllr Cree requested further information concerning the over spent items such as the electricity and water rates bills. The Clerk informed that these budget heads are often varying and depend on weather, usage, leakage, whether meters are read or estimated, and when invoices are raised – as this might bridge different financial years. The budgets for electricity and water have been raised for this financial year due to the concerns expressed over for raising prices when the budgets were discussed.

Cllr Cree **proposed, seconded** by Cllr Hanson that the reports be accepted as a true record of the March 2020 income and expenditure for the premises committee. **Agreed.**

115.2

To discuss and agree cost of replacement of rotten wooden barrels at entrance of Steyning

Centre. The barrels are rotten and only being held together by the metal ring. Quotes for new barrels were sent to committee councillors.

Cllr Cree **proposed, seconded** by Cllr Sullivan to delegate to the **Deputy Clerk and the Gardener to purchase the most suitable barrels from the quotes supplied. Agreed**

PR/115 **Correspondence** – to discuss incoming correspondence
115.1 None at time of printing

PR/116 **Date of the next meeting – Tuesday 2nd June 2020**

Cllr Sullivan thanked Cllr Cree and the Deputy Clerk for their work for the committee throughout the year.

The meeting was closed at 8.35pm

Signed: Date: 2nd June 2020 Chairman

Video Link <https://archive.org/details/2020-05-05-spc-premises-committee>

Audio link https://archive.org/details/audio_only_1_20200505