

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
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THE MINUTES OF THE PREMISES COMMITTEE MEETING HELD VIA ZOOM VIDEO CONFERENCING ON TUESDAY 7TH JULY 2020 AT 7.30PM

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

Members of the public attending the virtual meeting None

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

Minutes

- PR20/11** **Apologies for absence**
11.1 There were no apologies for absence from Councillors.
 Councillor Trundle was absent
- PR20/12** **Declarations of Interest**
12.1 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.
- PR20/13.** **Questions from the Floor**
13.1 **None**
- PR20/14** **Minutes of the previous meeting**
14.1 Cllr Cree **proposed, seconded by** Cllr Hanson that the minutes of the meeting of 2nd June 2020 be accepted as a true and fair record of the meeting subject to the change of the word average to accumulative at item 6.1 and 6.2. **Agreed.**
- PR20/15** Matters Arising and Actions – to consider matters arising and actions from the previous Minutes
- 15.1** **7.3.iii** -LED Lighting - 3 x quotes – see item 7.3.2
15.2 7.1.i – Thank Contractor for his time for High Street Toilets quote - Actioned
15.3 7.2.ii- High Street Toilets See item 7.1.1



Parish Clerk John Fullbrook
Deputy Clerk: Hazel Roxby

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- 15.4.** 9.1 – 2 desk screens and 1 door screen are ordered – expected delivery is 17th July 2020
- Actions to be returned to after COVID 19**
- 15.5** Barclays Meeting to discuss possible ATM – It was noted that planning permission has been granted for retail where the Lloyds Bank was the High Street and therefore it might be possible to raise the possibility of having an ATM in the premises again.
- 15.6** Investigate video camera recording and microphone equipment for Parish Council and committee meetings at the Steyning Centre.
- 15.7** Sound system to be tested once face to face meetings restart.
- PR20/16** **Deputy Clerk's Report and Steyning Centre update – to receive the day to day report on the Steyning Centre and discuss any issues.**
- 16.1** **Report for film nights** – The film nights will be resumed from 5th August 2020 and will be in line with government guidance. The hall can seat up to 90 persons at 1metre distancing depending on how the seating is arranged. Tickets will be sold in advance and refreshments will be as table service. A track and trace list will be created of the persons that will be attending and will be kept for 21 days to comply with government guidelines. A one-way entrance and exit system with a queue will be managed by the caretaker and Staff who will have masks and visors.
- 16.2** **Coffee Machine Report** - There is no income for the coffee machine due to Covid 19 regulations. The average income per month for the coffee machine is £67 per month, therefore cumulative loss of £234.00 up to the end of June.
- 16.3** **Update on work undertaken by caretakers** – the report on work undertaken by caretakers was sent to all committee members. The Steyning Centre, High Street toilets, public toilets at Steyning centre and changing pavilion have been deep cleaned and cleaning has been maintained throughout the Covid lockdown. Maintenance to the Steyning Centre, allotments and all play areas has been carried out. Cllr Cree asked if the benches at the MPF could be
- PR/17** **Cricket Pavilion, Bowling and Tennis Club Houses, Steyning Centre and High Street Toilets– to discuss any issues arising**
- 17.1** **High Street toilets**
The toilets were re-opened 10th June 2020. – The cleaner is doing 3 cleans per day at present. He has informed that so far the toilets don't appear to be being used by many members of the public. The unlocking and locking has worked well so far and issues found are reported to the office to be dealt with.
- 17.2** **Memorial Playing Field**
Changing Room plumbing issues – None to report
- 17.3** **Steyning Centre**
a) Update on potential requirement for Steyning Centre usage as a Covid-19 distribution hub or other use. One of the organisers at the Hub has informed that the food banks have

quietened down and unless there is a second wave or local spike the use of the Steyning centre will not be required.

(b) Current level of interest expressed for room hire following government guidance. Further to government guidance the office are contacting all groups that are able to restart their bookings. Most are preparing to return in September and Deputy Clerk and Admin Assistant are working with them to ensure that the arrangements will be in place for this to happen.

There have been 2 enquiries to have singing tuition on the patio and one of these is going to start this week. Many of the groups are unable to return at present due to guidelines stating no exercise or singing activities are allowed.

(c) Report on income and losses on the Steyning Centre for June 2020. The bookings diary that had been planned for June was sent out to committee members and showed that the income would have been in the region of £5,418.36. The income that has been received during June is £555.4. The total loss is for June is £4,862.96. Total losses from 20th March to 30th June for bookings is £17,881.84

PR/18
18.1

Projects

Preliminary ideas for 2021/22 Premises projects including facility improvements

It was suggested that double glazing repairs and replacements should be considered for next year's projects starting with the Saxon room windows and doors.

Phase 2 and 3 of the LED Lighting project needs to be completed, the Clerk informed that Rampion are considering more turbines out at sea and if this goes ahead they would be giving more grants and the Clerk is following this information.

Cllr Hanson reminded the committee that the re-decoration of the committee rooms and replacing the curtains with blinds was a previous project that should be returned to.

Cllr Alexander suggested vertical wind turbines to complement the solar panels on the roof.

PR/19
19.1

Financial items – to receive and discuss financial matters

To agree the Income and Expenditure report for May 2020

Cllr Cree **proposed, seconded** by Cllr Alexander that the reports be accepted as a true record of the May 2020 income and expenditure for the premises committee subject to the removal of item 4000 salaries and item 4250 Public toilets – opening and closing as these items had been mis-posted to Steyning Centre income. **Agreed**

19.2

To discuss and agree the LED Lighting - 3 quotes received for the phase 1 work. All contractors were sent the scope of works and the lighting requirements. The quotes are £2,200, £3,034.45 and £4,125.25. Following a through discussion of the quotes Cllr Cree **proposed, seconded** by Cllr Hanson to accept the lowest quote of £2,200. **Agreed** Deputy Clerk to inform the contractor and get a start date for the work to be done preferably to be completed by September 2020.

PR/20 **Correspondence**
None for this meeting.

PR/11 Date of the next meeting – Tuesday 8th September 2020

The meeting was closed at 8.20 pm

Signed: Date: 8th September 2020
Chairman