

Steyning Parish Council



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THE MINUTES OF THE PREMISES COMMITTEE MEETING HELD VIA ZOOM VIDEO CONFRENCING ON TUESDAY 2ND JUNE 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

- PR20/01** **Apologies for absence**
1.1 There were apologies for absence from Councillor Trundle
Councillor Taylor was absent with no apologies.
- PR20/02** **Declarations of Interest**
2.1 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.
- PR20/03.** **Questions from the Floor**
3.1 **None**
- PR20/04** **Minutes of the previous meeting**
4.1 Cllr Cree **proposed, seconded by** Cllr Sullivan that the minutes of the meeting of 5th May 2020 be accepted as a true and fair record of the meeting. **Agreed.**
- PR20/05** Matters Arising and Actions – to consider matters arising and actions from the previous Minutes
5.1-114.3 Wooden barrels for the entrance of Steyning Centre have been ordered and received. Planting will be done by the gardener in the next week.
5.2-115.2 Signage for each seat in the bus shelter – Action Complete
5.3 -112.2 LED Lighting - obtain quotes – see item 7.3.2



Parish Clerk John Fullbrook
Deputy Clerk: Hazel Roxby

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Actions to be returned to after COVID 19

5.4-112.1

Barclays Meeting to discuss possible ATM

5.5-114.3.ii

Investigate video camera recording and microphone equipment for Parish Council and committee meetings at the Steyning Centre.

It was noted that the sound system equipment had been requested to be on the agenda to be discussed for upgrading. Cllr Alexander informed that the present system only allows for 3 microphones to be plugged in. He suggested that when meetings can be face to face again that the microphones are placed closer to those councillors that speak the quietest to see if it would help the situation. Councillors thought this was worth trying at the next face to face meetings.

PR20/06

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

6.1

Report for film nights – there is no report for community film night. There have been 3 film nights missed, April, May and as of tomorrow, 3rd June, due the Covid 19 regulations. On average the profit for film nights is £220.00 per month therefore an accumulative loss of £660.00 so far.

6.2

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 an accumulative loss of £200.00 so far.

6.3

Report on Rates relief and other claims - in a bid to recoup some of the losses that the Steyning centre is having, Deputy Clerk applied for small business rate rebate, however this was refused due to the fact that the council pays rates on 2 properties and the combined rateable value is over £20,000. The Small Business Grant is not applicable to precepting authorities. NALC and SALC are still pushing Government to help parish councils to claim back some of the losses they are experiencing. Deputy Clerk to continue to investigate possible grants for parish councils.

6.4

Update on working party discussions concerning staff working during Covid 19 – a supporting paper was sent out to committee members detailing all the work being carried out by the caretakers to clean and maintained the Steyning centre, changing rooms and High Street toilets and play areas.. Other planned maintenance is for benches in and around the Steyning Centre and the MPF. The office staff have continued to work as usual during the pandemic.

PR/07

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

7.1

High Street toilets

i

A quote for undertaking the required work to the High Street toilet floors was requested from Contractor and the quoted cost was £3,497.41 plus VAT. It was noted that although the work to the floors is required it is not a priority project and therefore is not viable for this year with the current situation and losses of income, unless there is a carry over of money from last year's budget which could be utilised. Deputy Clerk requested to thank the contractor for his time with this quote.

To discuss toilets re-opening and arrangements.

7.2

I

(a) Door opening and closing latest relating to resident. – The resident he is happy to start opening and closing the toilets, on a 3-month trial, as soon as opening is agreed.

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(b) Update on HDC or Coevide-19 position on toilet opening – legislation on the opening of public toilets is '*Councils are responsible for public toilets and this decision is up to them. You should avoid using the public toilet where possible. If you need to use any of these facilities, you should practise social distancing and good hygiene (i.e. washing your hands thoroughly)*'. HDC have informed that they have 1 set of public toilets open and 1 set closed. Appropriate PPE of overalls, shoe covers, gloves, masks and goggles have been ordered for the caretaker who will be carrying out the cleaning. It was discussed that signs on the doors to remind people to wash hands, remember to safe distance if having to queue outside – only one person at a time for the urinals would be necessary. Cllrs Alexander and Hanson voiced concerns for opening the toilets at the present time due to risk of further peaks of the virus. Cllr Cree **proposed, seconded** by Cllr Sullivan to open the three High Street toilets and the external toilets at the Steyning Centre be reopened to the public as soon as is practicable once PPE and signage is in place on the understanding that proper Covid 19 safeguards are in place for residents and SPC Staff. **Agreed 2 for (TC,GS) – 1 against (SA) and 1 abstention (DH)**

iii

(c) Investigate costs for professional toilet cleaning, opening/closing, maintenance. A supporting paper with costs of two other local council cleaning costs for comparison purposes with Steyning Parish council was sent to committee members. A further request for prices was awaited from Healthmatic who had informed they would be in touch- this has been chased twice and still no response. Councillors suggested that a weekly steam clean be carried out by the caretaker with the steam cleaning machine.

7.3

i

Memorial Playing Field

Changing Room plumbing issues –Deputy Clerk reported that the plumber had attended the changing rooms to carry out repairs on three occasions recently. The system at the changing room is old and has not had any work on for a long time. When parts are replaced to repair one issue it quite often puts pressure on another old part of the system and causes that part to fail which then needs replacing which required the plumber to return and carry out further work.

The total cost for materials and labour for these repairs is £810.00.

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Steyning Centre

a) Current level of interest expressed for room hire when circumstances allow.

Three regular groups have informed that they will not be returning to their bookings until January due to their group members being vulnerable or in the elderly bracket wanting to stay isolating for as long as possible. All other groups are waiting to be contacted once the Government allow community centres to reopen. Many of the groups such as keep fit, yoga, Pilates, dance fit classes and small meetings would be able to return as long as social distancing is adhered to. Staff would work with these groups to ensure all risk assessments and regulations are adhered to. Larger groups and film club, jazz club etc would require more guidance from Government on how they could resume. The playgroup has restarted and

adhere to WSCC risk assessments and guidelines. Deputy Clerk and Clerk are working very closely with the play group leader to ensure all guidelines for using the Steyning centre are being followed. HDC building control, 1 officer, has returned to office this week.

(b) Projected shortfall in Steyning Centre income by month based on equivalent monthly income in 2019/20 projected to September 2020

The expected income from the recorded bookings that were on the booking system before the closure on 20th March has been sent to committee members. The losses are for March £2253.53, April £ 5087.94, May £5,677.41, and June £5,418.66 making a total in the region of £ 18,500.00 loss so far on bookings.

The Playgroup, Blood donor sessions and Building Control office rent income will be recorded and reported to the next meeting.

Projects

- iii **(a) Discussion of delaying implementation of current Premises projects until the autumn apart from perhaps the Rampion funds for LED installation (not including SPC contribution).** Councillors discussed getting electricians to provide quotes for getting retrofitted LED lighting enabling and agreement to be made for various rooms up to the value of the £5000.00 Rampion grant money. Clerk and Deputy Clerk were delegated to request electricians to quote for the work for LED Lighting.

- PR/08** Financial items – to receive and discuss financial matters
8.1 To agree the Income and Expenditure report for April 2020
Cllr Cree **proposed, seconded** by Cllr Sullivan that the reports be accepted as a true record of the April 2020 income and expenditure for the premises committee . **Agreed**

- PR/09** Correspondence – to discuss incoming correspondence
9.1 Deputy Clerk sent out details of screens that are required for the centre offices to be ready to open when Government allow. The offices will require desk screens for the protection of staff when dealing/meeting with customers and councillors and door screens to prevent customers/residents entering the office environment when seeking service, bookings, and any other interactions. It was suggested that contra flow barriers could be used instead of free-standing screens in the foyer to guide where public can and cannot enter. Councillors recommend to F&GP that desk screens, door screens and contra flow barriers are purchased as soon as possible to enable the centre to open once Government allows.

- PR/10** Date of the next meeting – Tuesday 7th July 2020

The meeting was closed at 8.41pm

Signed: Date: 7th July 2020 Chairman

Video Link ...<https://archive.org/details/2020-06-02-premises-meeting>

Audio Link <https://archive.org/details/2020-06-02-steyning-parish-council-premises-meeting>