

Steyning Parish Council



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THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 2ND JANUARY 2018 AT 7.30PM

Present: Cllrs Hanson, Muncey, Toomey, Picking and Syred

Members of the public:

Minutes: Deputy Clerk: Hazel Roxby

Minutes

PR17/74 Apologies for absence

74.1 Apologies of absence were received and accepted from Cllrs Sullivan and Northam

PR17/75 Declarations of Interest

75.1 There were no declarations of Interest received from Cllrs.

PR17/76 Questions from the Floor

76.1 None

PR17/77 Minutes of the previous meeting

77.1 Cllr Syred **proposed, seconded by** Cllr Muncey that the minutes of the meeting of 5th December 2017 be accepted as a true record of the meeting. **Agreed.**

PR17/78 Matters arising and Actions

78.1-66.1 Cllr Muncey and the Clerk have informed Rampion of the Council's financial circumstances in connection with the grant application for LED lighting. The application has been completed giving full explanations of future expenditure and known allocations of spend. The Clerk is to attach some documents and the form will be sent to meet the deadline date of 9th January. If the application is unsuccessful phase one of the lighting replacements will be carried out at the estimated cost of £3,700.

Action

78.2-66.7 Further investigations for a drinks vending machine. Agenda Item



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

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- 78.3-66.7** The work to the kitchen to comply with regulations has been carried out and gas safe certificates have been issued. The blown window in the kitchen has also been replaced.
- 78.4-66.8** The new skylights have been installed.
- 78.5-66.9** A rolling maintenance plan is being created for work to be carried out over the next few years and for annual maintenance work to be carried out by caretakers. **Action**
- 78.6-69.4** Income and expenditure for Steyning Centre – Ongoing- Report to next meeting.
- 78.7-69.5** Replacement of water tank in pavilion – deferred to the summer
- 78.8-70.2** Replacement of thermostatic radiator valves has been ordered. The work will be carried out in February at £638.00 plus VAT. **Action**
List of other improvements and prices – agenda item.
- 78.9-70.3** Coffee machine options – agenda item
- 78.10-71.1** Showcase leaflets have been printed and are ready for delivery to the editor of Your Steyning and will go out in the February addition. **Action**
- PR17/79** **Deputy Clerk’s Report and Steyning Centre update**
- 79.1** The broken hot water tank in disabled toilet has been replaced. Invoice is awaited.
- 79.2** The annual service of the automated front doors was carried out on 2nd January 2018. A master control card on the left hand door sensor has failed. The contractor will supply a price for the part and labour.
- 79.3** The caretaker has re- done the silicone around the basins in the ladies and gents toilets.
- PR17/80** **Cricket Pavilion, Bowling and Tennis Club Houses and High Street Toilets**
- 80.1** Timer panel for heating and water at the pavilion has broken. The problem is from the tank that has been emptied awaiting a decision for replacement or removal. The plumber has bypassed the issue to allow the heating to work on a very low setting, but it does have to be on 24/7, during the winter months to prevent any freezing pipes. The Deputy Clerk was asked to check if the work to the panel would be covered by insurance. **Action**
- 80.2** It was noted that the new Tennis Club is now open and being used. Deputy Clerk was requested to contact the club concerning the use of the disabled toilet, that was stated in the planning application, to be open to the public when the building is open. **Action**
- PR17/81** **Financial items**
- 81.1** To sign the Income & Expenditure Reports for November 2017 following the Clerks explanations on queries (December income and expenditure will be presented in February) Cllr Syred **proposed, seconded** by Cllr Hanson that income and expenditure report for November be accepted as a true record. **Agreed.**
- 81.2** The committee discussed the Budget list that was circulated for premises committee for 2018/19. The following changes were requested.
i. to decrease the room hire income total to £63.000 instead of £65.000 as councillors feel that £65.000 is an unrealistic target.

- ii. To increase the coffee machine expected income from £300.00 to £1.000 due to purchase of a new machine with increased cup size and increased purchase price of drinks.
- iii. Decrease the expected income from film nights to £6.500 from £7.000 as councillors feel that £7.000 is an unrealistic target.
- iiii. to raise the expected cost of coffee machine supplies to £350.00 from £300.00 to cater for the cost of supplies for a new machine. **Action**
- Cllr Syred **proposed** the above changes, **seconded** by Cllr Muncey. **Agreed.**
The Deputy Clerk was asked to research other water company suppliers to see if costs could be lower.
- 81.3** The update of possible improvements and approximate prices was discussed
- 81.3-i** A new cooker for Saxon Room is badly needed; prices for an electric induction cooker were tabled. Cllr Hanson commented that an induction cooker would require special saucepans and many customers and caterers would not have these. Cllr Syred **proposed, seconded** by Cllr Toomey to delegate the Deputy Clerk to purchase an electric cooker with a lid to the same size as the existing cooker up to the value of £600.00. **Agreed.** **Action**
- 81.3-ii** Prices for replacement notice boards for foyer were tabled, following a discussion it was agreed to purchase the Nobo hard wearing woven noticeboards at a cost of £815.00. Cllr Hanson **proposed, seconded** by Cllr Picking to go forward with this purchase. **Agreed.** **Action**
- 81.3-iii** It was agreed that new blinds are needed for the Clerk and Deputy Clerk offices and the corridor kitchen. The Deputy Clerk to get prices and report to next meeting. **Action**
- 81.3-iiii** Quotes have been requested for new flooring for the gents toilets and other areas. Prices awaited. Report to next meeting **Action**
- 81.3-iiiii** Prices have been requested for new signage external and internal. Report to next meeting.
- 81.3-iiiiii** A price of £11.000 to £12.000 for replacement of Coombe Court windows has been received. Councillor Syred to raise the need for new windows in Coombe Court at F& GP meeting and request if it is possible to budget for this for 2018/19.
- It was noted that the interactive white board, comfortable seating for the foyer, door furniture and curtains for the committee rooms have been removed from the possible improvements list for this budget. These items will be added to the rolling maintenance programme. **Action**
- 81.4** Prices and suggestions for drinks vending machine were sent out to members. Following a discussion Cllr Syred **proposed, seconded** by Cllr Toomey to purchase the machine from Westaways vending at the cost of £1223.00 subject to having a 12 month warranty and being able to start a maintenance plan in year 2 and finding out the expected life span of the machine. **Agreed.**
The cost for drinks will be raised to £1 as the cups are twice the size of what is currently available. **Action**
- PR17/82** **Showcase Event**
- 82.1** The letters informing the 35 groups of the arrangements for the showcase on 24th February have been sent.
- 82.2** Discuss attendance of parish councillors at the event. Cllr Syred to ask at full

PR17/83

Correspondence

83.1

Three letters of thanks to the caretakers for their hard work and care have been received from customers

PR17/84

Date of the next meeting

84.1

Tuesday 6th February 2018 7.30pm

The Chairman closed the meeting at 8.37pm