

Steypning Parish Council



The Steypning Centre, Fletcher's Croft, Steypning,
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THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYPNING CENTRE TUESDAY 3RD OCTOBER 2017 AT 7.45PM

Present: Cllrs Syred, Picking, Hanson, Toomey and G Sullivan.

Members of the public: None.

Minutes: Hazel Roxby

Minutes

Action

- | | | |
|------------------|---|--|
| PR17/39 | Apologies for absence | |
| 39.1 | Apologies of absence were received and accepted from Cllrs Muncey, Toomey and Northam | |
| PR17/40 | Declarations of Interest | |
| 40.1 | There were no declarations of Interest received from Cllrs. | |
| PR17/41 | Questions from the Floor | |
| 41.1 | None | |
| PR17/42 | Minutes of the previous meeting | |
| 42.1 | Cllr Syred proposed, seconded by Cllr Picking that the minutes of the meeting of 5 th September 2017 be accepted as a true record of the meeting. . | |
| PR17/43 | Matters arising and Actions | |
| 43.1-20.1 | A caution sign has been put up on the toilet door that opens outwards into the high street car park. | |
| 43.2-34.2 | Quotes for baby changing unit are an agenda item. | |
| 43.3-34.2 | The painting of the bus shelter is due to be carried out the week of 2 nd October. | |
| 43.4-34.2 | Replacement of window in Coombe Court kitchen – Ongoing | |
| 43.5-34.2 | Paper towel holder in Saxon room has been moved. | |
| 43.6-34.3 | SteypningTown Football Club have been issued with 2 keys to the pavilion for | |



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use of the toilets during Saturday matches. The cleanliness of the pavilion is being monitored and has so far been very good. Deputy Clerk to carry out inspection during October.

43.7–35.2

Quotes for replacement skylights is an agenda item

43.8–35.3

Update on quotes for changing over to LED Lighting - Ongoing

43.9-35.4

Update on quotes for kitchen work required to comply with HSE regulations - Ongoing

PR17/44

Deputy Clerk’s Report and Steyning Centre update

44.1

An engineer was called out to investigate a problem with the central heating. A relay box which appeared to be connected to the fire alarm panel which is also connected to the boiler had shorted out and caused blown fuses in the electric panel. The engineer has replaced the fuses and rewired the linking relay which in normal circumstances would shut the Gas flow off in the event of a fire. The cost for the work carried out so far is £499.60.
An ADT engineer and the electrician have now found that the wiring from the Fire alarm panel has never been connected to the relay system and therefore the gas flow to the boiler room is not automatically shut off in the event a fire in the building. The gas can to be shut off manually however this is at a risk to staff.
For the cost to connect a PF2000 cable link See agenda item 35.4

PR17/45

Monthly Film Report

45.1

The film night in September, Viceroy's House, had 141 people attend giving a net profit of £279.66.
The profit for the month from wine sales was £42.75
The film this month is Hidden Figures.

PR17/46

Cricket Pavilion, Bowling and Tennis Club Houses and High Street Toilets

46.1

None

PR17/47

Financial items

47.1

The Income & Expenditure Reports for September 2017 were sent out to committee members. Cllr Syred **proposed, seconded** by Cllr Sullivan that the income and expenditure report be accepted as a true record. **Agreed.**
Deputy Clerk to find out the reason for budget 4254 Rates being almost spent at 6 months into the year.

D/Clerk

47.2

To discuss quotes for replacement of the baby changing unit in High Street disabled toilet. Cllr Syred **proposed, seconded** by Cllr Hanson to purchase a horizontal wall mounted baby changing unit in oatmeal at £219.00 plus VAT .

D/Clerk

47.3

Agreed

3 quotes were received for the replacement of skylights. Councillors unanimously agreed that glass would be the preferred option without openings and ventilation if possible. Cllr Syred **proposed, seconded** by Cllr Hanson to get like for like quotes for self- cleaning glass with no ventilations and delegate Cllr Syred and the Deputy Clerk to accept and order the skylights up to the value of £6896.00 plus VAT. **Agreed**

D/Clerk

47.4 To consider work to connect a PF2000 cable link between the relay system and the boiler to ensure that the gas is cut off in the event of a fire would be £386.00 plus VAT. Cllr Syred **proposed, seconded** by Cllr Hanson to order the work to install a cable link to the relay system as soon as possible. **Agreed** *D/Clerk*

PR17/48 Showcase Event

48.1 There have been 24 tables booked so far for the showcase event in February 2017.

PR17/49 Correspondence

49.1 None for this meeting

PR17/38 Date of the next meeting

38.1 Tuesday 7th November 2017 7.30pm

The Chairman closed the meeting at 7.59pm

D/Clerk

Clerk

Clerk