

Steyning Parish Council



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THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 4th JULY 2017 AT 7.45PM

Present: Cllrs Syred, Muncey and Picking

Members of the public: None

Minutes: Hazel Roxby

Also present: John Fullbrook (Clerk)

Minutes

Action

PR17/15	Election of Vice-Chairman Cllr Syred proposed Cllr Muncey to be Vice Chairman, seconded by Cllr Picking. Agreed.	
PR17/16 16.1	Apologies for absence Apologies of absence were received and accepted from Cllrs Hanson, Northam, Toomey and G Sullivan.	
PR17/17 3.1	Declarations of Interest There were no declarations of Interest received from Cllrs.	
PR17/18 18.1	Questions from the Floor None	
PR17/19 19.1	Minutes of the previous meeting Cllr Syred proposed, seconded by Cllr Muncey that the minutes of the meeting of 6 TH June 2017 be accepted as a true record of the meeting. Agreed	
PR17/20 20.1-11.4	Matters arising and Actions RADAR lock for the toilet in Steyning High Street has been received and James is going to fit it with the next 2 weeks.	James
20.2-11.5	Self-closing door and security key for the pavilion on MPF has been received. 6	James



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

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	keys have been given to the cricket club and the lock will be fitted by 7 th July, the self-closer will be done within 2 weeks.	
20.3-8.1	Email to HDC re car parking issues was sent to Gordon Lindsay on 28 th June. A hard copy and attachments will also be sent. A further working party was held on 4 th July to discuss issues and resolutions ready for a review with Horsham District Council later this year. It was noted that the Grammar School have a car park behind the Library that is able to be used by the public free charge on Saturdays and Sundays.	D/Clerk D/Clerk
20.4-7.5	Information from the Insurance Company confirmed that clubs and groups that hire the Steyning Centre on a regular basis should purchase their own public liability insurance. Cllr Syred proposed, seconded by Cllr Muncey that the Deputy Clerk and Clerk ensure regular groups/ clubs have the correct insurance cover. A review of cover requirements should be carried out next year. Agreed	D/Clerk & Clerk
PR17/21	Deputy Clerk's Report and Steyning Centre update	
21.1	ADT security System check was carried out on 4 th July. A battery was replaced in the alarm box as it was 5 years old. All sensors have been checked and are working satisfactorily.	
21.2	A list of required cleaning and decorating has been drawn up by the Clerk and Deputy Clerk. Cllr Syred proposed, seconded by Cllr Picking that the required works to ensure the building is kept in good order be carried out by the caretakers during August.	D/clerk draw up list
21.3	Legionella's Update - The first test was carried out on 8 TH June. It was noted that hot water warning signs are need in ladies and gents toilets. Work is being organised for earthing stud on one of the immersion heaters at the pavilion.	James & Plumber
21.4	Pest control call out for wasps - playgroup play area had a wasps nest	
PR17/22	Business performance	
22.1	The film night in June had 140 attendances giving a net profit of £276 The profit for the month from wine sales was £21.00.	
22.2	Cllr Lloyd emailed a request for the committee to create a rota of helpers /volunteers for the film night. Committee members agreed a system of help with the selling of tickets on the evening and there have been offers to help with teas etc. from those that regularly attend the film nights.	
PR17/23	Cricket Pavilion, Bowling and Tennis Club Houses	MS,GM,BP
23.1	The Bowling Club house inspection will be carried out by Cllrs Syred, Picking and Muncey on for 5 th July at 5pm. A report on the décor and state of repair of the building in accordance with the lease conditions will be circulated to the Premises committee and also to Finance and General Purpose committee who are responsible for the review of the Bowling Club Lease that expires on 31 st March 2018.	
23.2	It was noted that the Cricket Club Lease is due 2028 and Tennis Club Lease is not due until 2035. The Tennis Club have planning permission for a new club house to be built soon and the present club house will be demolished soon.	

- 23.3** Deputy Clerk was asked to arrange a date for the committee members that want to visit the pavilion on the MPF, High Street toilets and the Steyning Centre. **D/Clerk**
- PR17/24** **Financial items**
- 24.1** The Income & Expenditure Report for June 2017 was sent out to committee members. Cllr Syred **proposed, seconded** by Cllr Muncey that the income and expenditure report be accepted as a true record. **Agreed.**
- 24.2** The Clerk informed that 4 requests for quotes have been requested, 3 have been received ranging from £6,150 to £8,300 and 1 is still awaited. The quotes show widely differing views and specifications. It was agreed that the Clerk will produce a detailed specification and ask the contractors to re-quote according to the stated requirements. To report back to next meeting. **Clerk &D/Clerk**
- 24.3** 4 quotes have been received to carry out work required to ensure the kitchen equipment is updated to comply with HSE regulations. As the contractors have each quoted the changes required differently the Clerk has created a specification and sent it out to ensure the council get like for like quotes. Re-quotes are awaited. Report back to next meeting. **Clerk& D/Clerk**
- PR17/25** **Correspondence**
- 25.1** None for this meeting
- PR17/26** **Date of the next meeting**
Tuesday 5th September 2017 7.30pm

The Chairman closed the meeting at 8.18pm