

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

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THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 6TH JUNE 2017 AT 7.45PM

Present: Cllrs Toomey, Hanson, Syred and Northam

Members of the public: None

Minutes: Hazel Roxby

Minutes

Action

- | | Minutes | Action |
|--------|--|--------|
| PR17/1 | Election of Chairman
Cllr Northam nominated, seconded by Cllr Hanson that Cllr Syred be elected as for Chairman for the forth coming year. Agreed unanimously. | |
| PR17/2 | Election of Vice-Chairman
Cllrs Muncey and Hanson were proposed for Vice Chairman. As there were only 4 members present at the meeting it was agreed to defer the item until the next meeting for voting purposes. | |
| PR17/3 | Apologies for absence | |
| 3.1 | Apologies of absence were received and accepted from Cllrs Muncey, Picking and G Sullivan | |
| PR17/4 | Declarations of Interest | |
| 4.1 | There were no declarations of Interest received from Cllrs. | |
| PR17/5 | Questions from the Floor | |
| 5.1 | None | |
| PR17/6 | Minutes of the previous meeting | |
| 6.1 | Cllr Syred proposed, seconded by Cllr Hanson that the minutes of the meeting of 4 TH April 2017 be accepted as a true record of the meeting.
Agreed | |



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

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	Matters arising and Actions	Actions
PR17/7		
7.1	The fans in the ladies and gents toilets have been replaced.	
7.2	Legionaries testing should be carried out monthly beginning on 8 th June 17.	
7.3	The Gas care plan is now in place and the first boiler service has been carried out.	
7.4	The door bolts have been purchased and will be fitted as soon as possible.	
7.5	It was noted that 1 group have not yet got public liability. Deputy Clerk to seek advice from the insurance company what to do if groups don't have public liability and report back to next meeting. Deputy Clerk to put booking terms and conditions on the website.	Action Action
PR17/8	Deputy Clerk's Report and Steyning Centre update	
8.1	Bookings lost due to Car parking regulations. The WI had an all-day art and craft event planned for August but cancelled due the not being able to park for 7 hours and that the machine only takes credit cards and not cash. The cost for the event would have been £488.10. The weekly art group have found another hall that has its own free parking, the revenue for this year would have been £1,437.00. The group have been at the Steyning Centre for over 10 years. The model Railway group found another hall with a free car park, this was an annual event that has been held at the Steyning Centre for 3 years, revenue for this year would have been £350.00. There have been a number of all –day bookings since the scheme started, the feedback so far is that customers don't object to paying for parking but do object to the car park not having a whole day rate and a machine that accepts cash as well as cards. Cllr Syred proposed that she write to Horsham District Council to inform them of the losses the Steyning Centre has had since the car parking system started in April and ask them to consider a day rate for Fletchers Croft Car park and a machine that accepts coins. This was seconded by Cllr Northam and Agreed unanimously .	Action
PR17/9	Business performance	
9.1	The film night in April had 88 attendances and May film night had 109 attendees giving a net profit of £238.30 The profit for the 2 months from wine sales was £ 34.00.	
PR17/10	Cricket Pavilion, Bowling and Tennis Club Houses	
10.1	Arrange Club house inspections prior to lease renewal preparations to be done by F&GP by March 2018. Deputy Clerk to liaise with the Tennis Club and Bowling Club for a suitable time for the committee to inspect the club rooms and email the committee with the dates. Deputy Clerk to look up the leases.	Action
PR17/11	Financial items	
11.1	The Income & Expenditure Report for May2017 was sent out to committee members. There were queries on some of the figures for the May Income and expenditure. Deputy Clerk to query these with the RFO and report back to the	Action

committee. The report will be accepted once the queries are explained.

11.2 Following investigations into changing from present lighting to LED lighting -2 quotes have been received from electricians. One at £5,105 and one at £9,883 for the whole building. **Action**

Cllr Muncey sent information on a possible funding scheme for LED lighting, Cllr Syred will follow this up with Cllr Muncey. The Deputy Clerk was asked to get estimates of costing and savings from the change to LED lighting and how long the bulbs are expected to last. Another quote is to be requested **Action**

11.3 The report following the annual service in Coombe court kitchen was discussed. 1 quote for Coombe Court Kitchen to comply with regulations has been received at £3693.50, 2 more site visits and quotes are awaited. It was noted that more information on the regulations is required and advice to be sought on the issue from Gas Safe. Report back to next meeting. **Action**

11.4 Information concerning the RADAR Lock for the toilet in Steyning High Street . and a quote for £142.70 has been received. Cllr Syred **proposed, seconded** by Cllr Northam to purchase and arrange fitting of the RADAR lock in place of the existing lock. The toilets should be opened daily as usual and can then be used by persons with a RADAR key outside of normal open hours. **Agreed** **Action**
Once the lock is fitted the toilets can then be registered on the regional RADAR Lock list.

11.5 A quote has been received for self-closing door at £32.00. To change lock the existing cylinder can be changed with a protected/ coded rim cylinder with 2 keys included at £28.00 extra keys can be purchased by registered owner/organisation at £6.65 each. **Action**
Cllr Syred **proposed, seconded** by Cllr Hanson to purchase the self- door closer and protected /coded rim cylinder with 2 free keys plus purchase 8 extra keys. **Agreed**

PR17/12 **Staff Matters**
John Connell has completed his 3 monthly probation period very satisfactorily and has become a very valued member of staff. Cllr Toomey proposed, seconded by Cllr Northam that his post be confirmed. **Agreed Unanimously.**

PR17/13 **Correspondence**
None for this meeting

PR17/14 **Date of the next meeting**
Tuesday 4TH July 2017 7.30pm

The Chairman closed the meeting at 8.30pm

