

Steyning Parish Council



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THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 7TH NOVEMBER 2017 AT 7.45PM

Present: Cllrs Picking, Hanson, G Sullivan, Muncey and Toomey

Members of the public: None.

Minutes: Deputy Clerk: Hazel Roxby
Also present Clerk: John Fullbrook

Minutes

Action

- | | | |
|------------------|--|--|
| PR17/51 | Apologies for absence | |
| 51.1 | Apologies of absence were received and accepted from Cllrs Syred and Northam | |
| PR17/52 | Declarations of Interest | |
| 52.1 | There were no declarations of Interest received from Cllrs. | |
| PR17/53 | Questions from the Floor | |
| 53.1 | None | |
| PR17/54 | Minutes of the previous meeting | |
| 54.1 | Cllr Toomey proposed, seconded by Cllr Sullivan that the minutes of the meeting of 3 rd October 2017 be accepted as a true record of the meeting.
Agreed. | |
| PR17/55 | Matters arising and Actions | |
| 55.1-43.3 | The painting of the bus shelter has been started by James and good progress is being made. The walls are finished, the seats have been started, the pillars are still to be done. It was noted that the ceiling will also need painting. | |
| 55.2-43.4 | Replacement of window in Coombe Court kitchen – item 58.2 | |
| 55.3-47.3 | Quotes for replacement skylights is an agenda item | |
| 55.4-35.3 | Update on quotes for changing over to LED Lighting - Cllr Muncey informed | |



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

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that Rampion Wind Farm have just released information for a Community Grant Fund that is available for the improvement of Community Buildings. Grants of between £1000 and £10,000 are available. The Clerk advised that he has contacted several companies for quotes and suggested that the work can be carried out in phases. The first phase, which would be the most cost effective would be the front entrance, corridor, 2 offices and Coombe Court. Cllr Toomey **proposed, seconded** by Cllr Sullivan the Clerk and Cllr Muncey work on a grant application from the Rampion Wind Farm for replacement of all the existing lights with LED lighting but if the bid should fail then to proceed with the suggested first phase. **Agreed.**

Clerk/ GM

55.5–35.4 Update on quotes for kitchen work required to comply with HSE regulations – Agenda item

55.6-47.2 Baby changing unit has been replaced in High Street toilet

55.7-47.4 The work to carry out the connection of the fire alarm to the gas emergency gas cut off has been completed and tested. This now complies with safety standards.

PR17/56 Deputy Clerk’s Report and Steyning Centre update

56.1 Caretaker Gareth Pearce has left and been replaced by Steve Cobb. Steve has proved to be an excellent addition to the already experienced team of caretakers. They all work brilliantly together as a team and also work extremely well on their own. The rooms are set up prior to bookings and they are on hand during the events to ensure the smooth running of the bookings. The rooms are then cleared and cleaned at the end of each event.

56.2 The film night in October, Hidden Figures, had 83 people attend giving a net profit of £74.94. The profit for the month from wine sales was £18.54. The film night in November, Their Finest, had 77 people attending giving a profit of £52.99. The profit from wine sales was £14.02. The film nights at the Steyning Centre began in September 2014 since then the profit made is £7103.45 and the profit on wine is £770.73. Thanks were given to the councillors that help at the film nights and to Lou Weeks for her help every month with the teas and coffees.

D/Clerk

56.3 The Solar panels were installed in 2010, the cost to install was nil as the panels and the installation were grant funded. So far this year the income is £470.31. The total income received, since installation, is £6391.88. The Deputy Clerk was asked to check if the annual incomes are all similar amounts.

D/Clerk

56.4 The coffee machine was introduced in April 2011 following requests from customers. Since having the coffee machine we have spent £1,640.00 on supplies and have taken £2,735.50, making a profit of £1095.50. Deputy Clerk to investigate costs of a vending machine.

D /Clerk

56.5 At present the Styning Centre hosts 25 regular bookings every week, plus 24 regular monthly bookings and 61 other groups that use the centre on a regular basis. This does not include the children’s parties, anniversary’s, weddings, funerals and other one off bookings. The Steyning Centre is open for approximately 107 hours each week and during that time there are at least 1400 patrons through the door. On average each person stays for 3 hours which means that on average each and every hour there are 39 customers in the building. Although available free time slots are few and mostly occur in

the mid- afternoons which are widely regarded as difficult to fill, an advert promoting available times of hire will be put on the parish council notice board.

D/Clerk

The Deputy Clerk will contact District and County Council departments to remind them of the Steyning Centre facilities.

D/Clerk

The hire charges will be reviewed at the next meeting

D/Clerk

**PR17/57
57.1**

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

The groups using the changing rooms on Saturday mornings are cleaning the areas as requested by the committee. Hot water and heating are turned off to save money. The Legionella testing and cleaning is carried out once a week throughout the winter. As the pavilion is not used during the winter Cllrs were asked to think of any groups that may be looking to hire the changing rooms for their sports groups.

Councillors

Cllr Muncey requested that the income and expenditure for each building be investigated and reported back to the next meeting.

D/Clerk

**PR17/58
58.1**

Financial items

The Income & Expenditure Reports for October 2017 were sent out to committee members. At the last meeting the rates for the High Street toilets were queried as being 95% spent at only 6 months into the year, the explanation is that the rates were paid in full over 6 monthly direct debits.

The budget headings of water charges, telephones and alarm, and legal fees were queried as seeming to be too low, the Clerk explained that since changing the committee system and combining some committees together the finance software codes do not now show the correct expenses for some of the committees. To correct this situation an upgrade of the software is planned for next year. Cllr Muncey **proposed, seconded** by Cllr Hanson that the income and expenditure report be accepted as a true record. **Agreed.**

58.2

The Clerk reported that 8 quotes for kitchen work required to comply with HSE regulations have been received ranging in cost from £1,300.00 to £3693.50. It has proved difficult to find 1 contractor that can deal with all the issues that are required to be done without the need to subcontract to other companies. There are 2 contractors that are able to carry out all the required work, one at a cost of £2,138 and the other quote is awaited.

Clerk

Cllr Muncey **proposed, seconded** by Cllr Picking to delegate to the Clerk to accept the quote and order the work up to the cost of £2,138.50. **Agreed**

58.3

The Deputy Clerk confirmed that 3 quotes were received for the replacement of 5 skylights. The quotes range from £5,546.66 to £8,268.75.

Cllr Muncey proposed, seconded by Cllr Hanson to accept the quote from Worthing Glass for the firm's own slime light glazed skylights at the cost of £5,546.66 plus VAT. **Agreed**

D/Clerk

58.4

Suggestions for possible improvements to be included in the budget for 2018/19:

- 1.LED lighting for the Steyning Centre
- 2.Replacement of thermostatic radiator controls
- 3.Gents WC flooring at the Steyning Centre
- 4.Comfortable reception seating in the foyer

5. New notice boards
6. Coffee vending machine
7. New outside signage for the Steyning Centre
8. Interactive white board
9. New curtains for committee rooms
10. New door furniture

The Deputy Clerk was asked to organise a tour of the building for the committee to review the above list and any other areas in need of improvement.

D/Clerk

It was agreed to prioritise the items according to those which would either reduce outgoings, or would be likely to attract more bookings, and approx. prices would be sought to help decide what could be tackled first.

D/Clerk

PR17/59

Showcase Event

59.1

There have been 31 tables booked so far for the showcase event in February 2017. Although this is a reasonable response some of the regular groups have said that every two years is too soon and others have said that they are still oversubscribed with members following the previous showcases.

PR17/60

Correspondence

60.1

None for this meeting

PR17/61

Date of the next meeting

61.1

Tuesday 5th December 2017 7.30pm

The Vice Chair closed the meeting at 8.55pm