

Steyning Parish Council



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

www.steyningpc.gov.uk

Telephone: 01903 812042

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TO ALL MEMBERS OF THE PREMISES COMMITTEE

YOU ARE HEREBY SUMMONED TO ATTEND A MEETING

AT THE STEYNING CENTRE ON TUESDAY 4TH DECEMBER 2018 AT 7.30PM

Following the Local Audit and Accountability Act 2014, and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have a right to film/record the meetings of Steyning Parish Council. Members of the public are also advised that by attending a meeting of Steyning Parish Council, they give their consent to being filmed/recorded by other members of the public, if such activity is taking place. Any equipment plugged into the main electrical power supply of the Steyning Centre must be PAT tested.

AGENDA

- 1.0 Apologies for absence** – to receive and consider apologies for absence
- 2.0 Declarations of Interest** – to receive and consider declarations of interest
- 3.0 Questions from the floor** – to receive questions from members of the public regarding items on the agenda.
- 4.0 Minutes of the previous meeting** – to agree and sign the minutes of the meeting of 6th November 2018
- 5.0 Matters arising and Actions** – to consider matters arising and actions from the previous minutes
 - 5.1-48.1** Deputy Clerk has emailed Tennis Club to thank them for offering to carry out a trail of leaving The gate open.
 - 5.2-48.3** Steyning Centre leaflet to promote bookings available for Funeral receptions. Update
 - 5.3-48.5** Relining of Curtains - update
 - 5.4-48.7** Public Spaces Protection order notice – Update
 - 5.5-48.8** To write to So & sews re hanging a textile in another part of the centre – awaiting response
 - 5.6 –51.3** Inspection of Cricket and bowls club buildings is arranged for 18th December
 - 5.7-51.5** Legionella Bi -Annual Risk Assessment has been carried – Report awaited

- 6.0 Deputy Clerk's Report and Steyning Centre update** – to receive the day to day report on the Steyning Centre and discuss any issues.
- 6.1** Report for film nights
- 6.2** Coffee Machine Report
- 6.3** Hall and Room Rentals – update

- 7.0 Cricket Pavilion, Bowling and Tennis Club Houses and High Street Toilets**– to discuss any issues arising
- 7.1** Loose tiles on the entrance step to the bus shelter causing a trip hazard - update

- 8.0 Financial items** – to receive and discuss financial matters
- 8.1** To agree the Income and Expenditure report for October 2018
- 8.2** Re-evaluation of the Asset Register and costs for rebuilding assessment – Update
- 8.3** To discuss and agree amendments to budget requirements for 2019-2020
- 8.4** Report from working party for programme of future works for committee rooms and sponsor a chair campaign proposal.
- 8.5** To confirm Smartwood flooring quote for flooring work and book dates for August 2019
- 8.6** Update from Rampion Bid for Steyning Centre lighting
- 8.7** To discuss and agree temporary rental of Changing rooms on the Memorial Playing Field from December to April.

- 9.0 Correspondence** – to discuss incoming correspondence
- 9.1** Information received from Film Society on Acoustics.

- 10.0 Date of the next meeting** – Tuesday 8th January 2019

John Fullbrook
Clerk to the Council

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING