

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 5TH FEBRUARY 2019 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 8TH January 2019.
- 5.0 Matters arising and Actions** – to consider matters arising and actions from the previous minutes
- 5.1-58.6** Following the Inspection of Cricket and bowls club buildings a letter to be sent confirming the advice given and comments made- Done
- 5.2-59.5** All adverts for the Horsham District Year of Culture – Children's production for 16th February have been put up. Some tickets have been sold.
- 5.3-60.1** Contractor for Bus Shelter tiles –
- 5.4-61.2** Rebuilding Cost Assessment – Awaiting response for 2nd quote.
- 5.5 -61.5** Working Party to investigate samples of chairs – some samples have been ordered – awaited.
- 5.6 –71.4** LED lighting companies to supply prices for phased work from replacement lighting to include the committee rooms in the first phase. Update
- 5.7-71.3** Electricians work highlighted in Electrical Report - Ordered for April 8th and 9th.
- 5.8-71.5** Legionella Bi -Annual Risk Assessment comparison of reports – ongoing
- 5.9–71.6** Microphones for Saxon Room have been installed.



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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Further to film Society request to investigate acoustics costings – email has been sent awaiting a date for this from Film Society.

- 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
- 6.4** Replacement of exterior fire door to outside store room has ben ordered at a cost of £370.00. (Urgent item agreed with Chairman and Clerk)

- 7.0 Cricket Pavilion, Bowling and Tennis Club Houses and High Street Toilets**– to discuss any issues arising
- 7.1** To receive information concerning possible cash machine at the bus shelter in the High Street.

- 8.0 Financial items** – to receive and discuss financial matters
- 8.1** To agree the Income and Expenditure report for December 2018
- 8.2** To discuss and agree replacement of rotten and broken gate post at the Steyning Centre.

- 9.0 Correspondence** – to discuss incoming correspondence
- 9.1** None at time of printing

- 10.0 Date of the next meeting** – Tuesday 5th March 2019

John Fullbrook
Clerk to the Council

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