

Steyning Parish Council



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

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www.thesteyningcentre.co.uk

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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 6TH FEBRUARY 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 2nd January 2018.
- 5.0 Matters arising and Actions** – to consider matters arising and actions from the previous minutes
 - 5.1–78.1 The Rampion Grant request for LED lighting has been submitted.
 - 5.2- 78.5 A rolling maintenance plan has been created for work to be carried out over the next few years and for annual maintenance work to be carried out by caretakers.
 - 5.3-78.6 Income and expenditure for Steyning Centre
 - 5.4-82.1 Showcase leaflets delivered to 'Your Steyning' and are due to go out with the Magazine this month.
 - 5.5-79.2 The master control card on the automated entrance doors has been replaced.
 - 5.6-80.1 Work to heating panel – Insurance
 - 5.7-80.2 Tennis Club toilets open to public
 - 5.8-81.2 Water companies research - update
 - 5.9-81.3 Electric cooker - Ordered
 - Notice boards – Purchased and fitted
 - Prices for Blinds – Agenda Item



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: spcclerk@btconnect.com
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Prices for Toilet flooring – Agenda Item

Prices for New Signage - Agenda Item

Quotes for Coombe Court windows – Agenda Item

5.10-81.4 The proposal for a coffee machine subject to a 12 month warranty –update and agenda item

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 Dishwasher maintenance and repair.

7.0 Cricket Pavilion, Bowling and Tennis Club Houses and High Street Toilets– to discuss any issues arising

7.1 Visit to Tennis Club House.

8.0 Financial items – to receive details of Income & Expenditure for the Steyning Centre.

8.1 To sign the Income & Expenditure Reports for December 2017 and January 2018

8.2 To discuss quotes from companies to supply and fit blinds in the offices and corridor kitchen and agreement to go ahead with the work.

8.3 To discuss quotes from companies for replacement flooring in the gents toilets and disabled toilet and agreement to go ahead with the work.

8.4 To discuss and agree quotes for new internal and external signage at the Steyning Centre

8.5 To discuss and agree further coffee machine proposals.

9.0 Showcase 2018

9.1 To receive a report on the showcase event for February 2018

9.2 Discuss attendance of councillors at the event

10.0 Correspondence – to discuss incoming correspondence

11.0. Date of the next meeting – Tuesday 6th March 2018 at 7.30pm

John Fullbrook

Clerk to the Council

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



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Deputy Clerk: Hazel Roxby

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