

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 8TH JANUARY 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 4th December 2018
- 5.0 Matters arising and Actions** – to consider matters arising and actions from the previous minutes
 - 5.1-58.2** Steyning Centre leaflet to promote bookings available for Funeral receptions. Update
 - 5.2-58.3** Relining of Curtains - update
 - 5.3-58.4** Public Spaces Protection order notice – Update
 - 5.4-58.6** Inspection of Cricket and bowls club buildings - update
 - 5.5-58.7** Legionella Bi -Annual Risk Assessment has been carried – Report is an agenda item
 - 5.6 –59.4** Electricians price for work highlighted in Electrical Report - agenda item
 - 5.7-59.5** Horsham District Year of Culture – Children's production for 16th February
 - 5.8-60.1** Contractor for Bus Shelter tiles – ongoing
 - 5.9 – 61.2** Rebuilding Cost Assessment – update
 - 5.10 -61.3** Budget Update – Agenda Item
 - 5.11–61.5** Working Party to investigate samples of chairs – Deputy Clerk to investigate example price for blinds and carpet. Cllr Lloyd to contact Architect - update

- 5.12-61.6 Quote and date for Coombe Court and Saxon floor maintenance to be carried out – done
5.13-61.7 LED lighting companies to supply prices for phased work from replacement lighting to include the committee rooms in the first phase. Update
5.14-62.1 Rental use of Changing Rooms – Update.
- 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 None at time of printing
- 8.0 **Financial items** – to receive and discuss financial matters
8.1 To agree the Income and Expenditure report for November 2018
8.2 To confirm the agreed amendments to budget requirements for 2019-2020
8.3 Electricians price for recommended works.
8.3 Update from Rampion Bid for Steyning Centre lighting
8.4 Legionella Report – to discuss costs of recommendations for the Steyning Centre, Changing Rooms and High Street Toilets.
8.5 To discuss/ agree Microphone costs to replace worn out equipment for Saxon Room
- 9.0 **Correspondence** – to discuss incoming correspondence
9.1 None at time of printing
- 10.0 **Date of the next meeting** – Tuesday 5th February 2019

John Fullbrook
Clerk to the Council

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



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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