

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 MARCH 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 5th February 2019.
- 5.0 Matters arising and Actions** – to consider matters arising and actions from the previous minutes
 - 5.1-78.2** Horsham District Year of Culture – Children's production on 16th February – update
 - 5.2-78.3** Contractor for Bus Shelter tiles – samples received
 - 5.3-78.4** Rebuilding Cost Assessment – update
 - 5.4-78.6** LED lighting companies to supply prices for phased work from replacement lighting to include the committee rooms in the first phase. -ongoing
 - 5.5 -78.7** Legionella Bi- Annual Risk Assessment comparison of reports- Ongoing
 - 5.6 –81.2** Gate post – Work booked for week commencing 25th February
- 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



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- 6.2 Coffee Machine Report
- 6.3 Hall and Room Rentals
- 6.4 Routine Fire Alarm maintenance report.

- 7.0 **Cricket Pavilion, Bowling and Tennis Club Houses and High Street Toilets**– to discuss any issues arising
- 7.1 To receive update on 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 January 2019
- 8.2 Chairs - Following F& GP meeting decision to get further quotes of the agreed chair.
- 8.3 Quote for vacuum cleaner.

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

- 10.0 **Date of the next meeting** – Tuesday 2nd April 2019

John Fullbrook
Clerk to the Council

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