

Steyning Parish Council



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

www.steyningpc.gov.uk

Telephone: 01903 812042

Published –31st October 2018

TO ALL MEMBERS OF THE PREMISES COMMITTEE

YOU ARE HEREBY SUMMONED TO ATTEND A MEETING

AT THE STEYNING CENTRE ON TUESDAY 6th NOVEMBER 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 October 2018
- 5.0 Matters arising and Actions** – to consider matters arising and actions from the previous minutes
 - 5.1-38.1** Deputy Clerk has emailed Tennis Club with the Committee suggestion of 'shut the gate notice'. The club were also asked to let the committee know the public are accessing the public toilet. Ongoing
 - 5.2-38.2** The new windows for Coombe court are now complete.
 - 5.3-38.4** Steyning Centre leaflet to promote bookings available for Funeral receptions. Ongoing
 - 5.4-38.5** New signage – complete
 - 5.5-31.2** Relining of curtains -ordered
 - 5.6-40.2** Painting seats in Bus shelter. update .
 - 5.7 – 40.3** Public Spaces Protection order notice – Ongoing
 - 5.8 – 42.1** To write to So & sews re hanging a textile in another part of the centre – Update
 - 5.8 – 42.2** Winning art competition posters to be displayed at Steyning centre - ongoing



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- 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
- 7.0 Cricket Pavilion, Bowling and Tennis Club Houses and High Street Toilets**– to discuss any issues arising
- 7.1** None at time of posting the Agenda.
- 8.0 Financial items** – to receive details of Income & Expenditure for the Steyning Centre.
- 8.1** To sign the Income and Expenditure report for September 2018
- 8.2** Re-evaluation of the Asset Register and costs for rebuilding assessment – ongoing
- 8.3** Legionella bi annual risk assessment – quote from TSS facilities.
- 8.4** To discuss and agree budget requirements for 2019-2020 and report from working party for programme of future works.
- 9.0 Correspondence** – to discuss incoming correspondence
None at time of posting the agenda
- 10.0 Date of the next meeting** – Tuesday 4th December 2018 at 7.30pm

John Fullbrook
Clerk to the Council

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