

Steyning Parish Council



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

www.steyningpc.gov.uk
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 5TH SEPTEMBER 2017 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 July 2017.
- 5.0 Matters arising and Actions** – to consider matters arising and actions from the previous minutes
 - 5.1 - 11.4 Update on the RADAR lock for the toilet in Steyning High Street
 - 5.2 - 11.5 Update on self-closing door and security key for the pavilion on MPF
 - 5.3 - 8.1 Update on letter to HDC re car parking issues
 - 5.4 - 7.5 Hirers liability Insurance update
 - 5.5 – 21.2 All maintenance and painting required for the Steyning Centre has been carried out.
 - 5.6 – 21.3. Legionella report – The actions required have been completed and testing continues on a monthly basis with no further issues to date.
 - 5.7 – 23.1 Inspection of Bowling Club was carried out – report is an agenda item
 - 5.8 – 23.3 inspection of High Street Toilets, Pavilion and Steyning Centre – Report is an agenda item
 - 5.9 – 24.2 Update on quotes for changing over to LED Lighting is an agenda item
 - 5.10 – 24.3 Update on quotes for kitchen work required to comply with HSE regulations is an 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.
- 7.0 Business performance** – to receive a business performance report.
- 7.1 Report on Film night
- 8.0 Cricket Pavilion, Bowling and Tennis Club Houses and High Street Toilets**– to discuss any issues arising
- 8.1 Report on Visit to Bowling Club
- 8.2 Report on visit to Steyning centre, High Street toilets and Cricket Pavilion.
- 9.0 Financial items** – to receive details of Income & Expenditure for the Steyning Centre.
- 9.1 To receive the Income & Expenditure Reports for August 2017
- 9.2 To discuss reserved funds from Steyning Centre budget
- 9.3 To discuss quotes received for changing to LED lighting and discuss a way forward.
- 9.4 To discuss quotes received works to Coombe Court Kitchen to comply with regulations.
- 10.0 Showcase 2018**
- 10.1 Report on proposed showcase for February 2018
- 11.0 Correspondence** – to discuss incoming correspondence
- 12.0. Date of the next meeting** – Tuesday 3rd October 2017

John Fullbrook
Clerk to the Council

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