

Steyning Parish Council



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

www.steyningpc.gov.uk

Telephone: 01903 812042

Published 27th June 2019

**TO ALL MEMBERS OF THE PREMISES COMMITTEE
YOU ARE HEREBY SUMMONED TO ATTEND A MEETING
AT THE STEYNING CENTRE ON TUESDAY 2ND JULY 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 June 2019.
- 5.0 Matters arising and Actions** – to consider matters arising and actions from the previous minutes
 - 5.1-5.2** Contractor for Bus Shelter tiles – work has been completed.
 - 5.2 - 5.3** Rebuilding Cost Assessment – update of Asset Register
 - 5.3-5.6** Chairs – Arriving week commencing 24th June – update
 - 5.4-5.6** Works required to Coombe Court kitchen dishwasher and cooker repairs -completed
LED lighting companies to supply prices for phased work for replacement lighting to include the committee rooms in the first phase. -work ordered for health check with Green Light Company
 - 5.5 – 7.4** Works required to Coombe Court kitchen dishwasher and cooker repairs -completed
 - 5.6 – 9.3** Fire door in Saxon Room – replacement done.



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
Email: hazel.roxby@steyningpc.gov.uk

- 6.0 Proposal from Film Society** – To discuss further information on the acoustics from users of the Steyning Centre - Supporting paper from Clerk
- 6.1** To discuss changed proposals from the Film Society for demountable acoustic boards
- 7.0 Deputy Clerk's Report and Steyning Centre update** – to receive the day to day report on the Steyning Centre and discuss any issues.
- 7.1** Report for film nights - June
- 7.2** Coffee Machine Report - June
- 7.3** Hall and Room Rentals - June
- 8.0 Cricket Pavilion, Bowling and Tennis Club Houses and High Street Toilets**– to discuss any issues arising
- 8.1** Unauthorised advertising on the Bus Shelter – Update – supporting paper from Cllr Cree
- 8.2** Making good and painting the rear door on the bus shelter – quote received –see item 9.3
- 8.3** Working Party report - Investigating if the public toilet seats and general environment can be made more user friendly to residents, visitors and tourists - supporting paper from Cllr Cree
- 8.4** Working party report on ideas for modernisation of changing room - model from Cllr Bissett Powell
- 8.5** Working Party report for ideas for improving bus shelter
- 8.6** Working Party report on review Steyning centre sound system
- 8.7** Power washing the bus shelter floor was done on Monday 24th June
- 8.8** Clearing out and thoroughly cleaning the area behind the gate at the rear of the bus shelter was done on Tuesday 25th June
- 9.0 Financial items** – to receive and discuss financial matters
- 9.1** To agree the Income and Expenditure report for May 2019
- 9.2** Discuss and Agree quote of the rear door on the bus shelter
- 9.3** Quote for Full deep Clean of toilets and bus shelter to be discussed
- 9.4** Quote for Bus Shelter Gutter Repairs
- 9.5** Projects – to prioritise and set up project team if any new projects are noted.
- 10.0 ATM Discussion Paper** - to update on progress from the last meeting.
- 10.1** Letter to Postmaster - Sent
- 10.2** Investigate with Barclays use of ATM after 10pm
- 10.3** Discuss possibility of carrying out a survey of High Street businesses for their opinion on second ATM for High Street and other concerns.
- 10.4** To discuss forming a working party to move this project forward.
- 11.0 Correspondence** – to discuss incoming correspondence
None at time of printing
- 12.0 Date of the next meeting** – Tuesday 3rd September 2019

John Fullbrook

Clerk to the Council

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