

Steyning Parish Council



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

www.steyningpc.gov.uk

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Published 29th August 2019

**TO ALL MEMBERS OF THE PREMISES COMMITTEE
YOU ARE HEREBY SUMMONED TO ATTEND A MEETING
AT THE STEYNING CENTRE ON TUESDAY 3RD SEPTEMBER 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.
- 4.0 Minutes of the previous meeting** – to agree and sign the minutes of the meeting of 2nd July 2019.
- 5.0 Matters arising and Actions** – to consider matters arising and actions from the previous minutes
 - 5.1-5.2** Rebuilding Cost Assessment – update of Asset Register
 - 5.2 – 17.5** LED lighting companies to supply prices for phased work for replacement lighting to include the committee rooms in the first phase. -the report has been received - to be discussed under item 9.2.
 - 5.3-21.2** Replace and paint of door to the rear of bus shelter has been done.
 - 5.4-21.3** Steam clean of Bus Shelter and High Street Toilets has been done
 - 5.5 – 21.4** Bus shelter gutter repair has been done.
 - 5.6 – 22.1** Letter to Postmaster - Sent - reply awaited
 - 5.7 – 22.2** Letter to Barclays sent- Follow up letter sent - reply awaited.
 - 5.8 – 22.3** ATM Survey delivered – to be discussed under item 8 .2

- 6.0 Presentation from Cllr Trundle/Cllr Saunders concerning Greening and Plastics**
- 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 – July and August
- 7.2** Coffee Machine Report -July and August
- 7.3** Hall and Room Rentals – July and August
- 7.4** The gas range cooker – Coombe Court – update
- 7.5** Painting and maintenance has been carried out during the quiet August break
Sanding and re-sealing of Coombe Court and Saxon room floors was carried out the week commencing 19th August.
- 7.6** Annual electrical and PAT's testing has been carried out – report awaited.
- 8.0 Cricket Pavilion, Bowling and Tennis Club Houses, Steyning Centre and High Street Toilets–** to discuss any issues arising
High Street toilets
- 8.1** Public toilets– to discuss and agree way forward – Supporting paper from Premises Working Group
- 8.2** Discuss request for handrail in public toilets
- 8.3** ATM Survey - to update on progress from the last meeting - Supporting papers from Premises Working Group
- 8.4** Bus Shelter – To discuss ideas for enhancing bus shelter options (Mural, business advertising etc) and unauthorised advertising at rear.
Memorial Playing Field
- 8.5** Update concerning modernisation of changing room
Steyning Centre
- 8.6** Steyning centre sound system - ongoing project.
- 9.0 Financial items** – to receive and discuss financial matters
- 9.1** To agree the Income and Expenditure report for June and July 2019
- 9.2** Projects – to prioritise and set up project team if any new projects are noted
- 9.3** LED Lighting – to discuss the report received from The Green Light UK and to agree a way forward for this project and the first phase funding requirements.
- 10.0 Correspondence** – to discuss incoming correspondence
- 10.1** None at time of printing
- 11.0 Date of the next meeting** – Tuesday 8th October 2019

John Fullbrook

Clerk to the Council

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