

Steyning Parish Council



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

www.steyningpc.gov.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 8TH OCTOBER 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 3rd September 2019.
- 5.0 Matters arising and Actions** – to consider matters arising and actions from the previous minutes
 - 5.1-29.1** Rebuilding Cost Assessment – updated Asset Register
 - 5.2 – 29.2** 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.
 - 5.3-29.5** Bus shelter gutter repair with new brackets has been done.
 - 5.4-32.4** Letter to Barclays sent- Follow up letter - ongoing .
 - 5.5 – 32.4** ATM Survey follow up letter to High Street Businesses delivered.
 - 5.6 – 30.1** Meeting with Clerk and Deputy Clerk arranged with Geoff Barnard. Report is a supporting paper.
 - 5.7 – 32.1**
 - 5.8 – 32.5** Quotes for toilet seats for High Street toilets - ongoing
 - 5.9 – 32.3** Business Card stand prices – supporting paper
 - Signage for High street toilet doors to indicate urinals at front of bus shelter. Update.

- 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 – September and October
- 6.2** Coffee Machine Report September
- 6.3** Hall and Room Rentals – September
- 7.0 Cricket Pavilion, Bowling and Tennis Club Houses, Steyning Centre and High Street Toilets**– to discuss any issues arising
- 7.1 High Street toilets**
To discuss toilet floors and toilet facility upgrade
- 7.2 Memorial Playing Field**
Prices for paving and guttering for changing room – ongoing
Income and expenditure for changing rooms on MPF
- 7.3 Steyning Centre**
Steyning centre sound system - ongoing project.
- 7.4** ATM – follow up actions
- 8.0 Financial items** – to receive and discuss financial matters
- 8.1** To agree the Income and Expenditure report for July and August 2019
- 8.2** 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.
- 8.3** Steyning centre room hire prices for April 2021 – to March 2022 – report and paper from Deputy Clerk
- 8.4** Projects – to prioritise and set up project team if any new projects are noted
- 9.0 Premises Budget for 2020-2021**
- 9.1** Initial discussion preparing for budget requirements for 2020-2021
- 10.0 Correspondence** – to discuss incoming correspondence
- 10.1** None at time of printing
- 11.00 Date of the next meeting** – Tuesday 5th November 2019

John Fullbrook

Clerk to the Council

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