

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
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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 3RD DECEMBER 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 5th November 2019.
- 5.0 Matters arising and Actions** – to consider matters arising and actions from the previous minutes
 - 5.1-51.1** Bus shelter gutter repair to make the gutters straight – Ongoing .
 - 5.2 – 51.2** Follow up Letter to Barclays has been sent – Meeting with Barclays rep on 6th November. Discussion notes and further information is awaited.
 - 5.3-54.2** Trade recycling bin has been received and is so far proving to be a very good trial. Deputy Clerk to update.
 - 5.4-51.4** Quotes for toilet seats for High Street toilets - ongoing
 - 5.5 – 51.5** Business Card stand is in place and full – request for further stands is under Financial items.
 - 5.6 – 51.6** Deputy Clerk to contact Football and Rugby teams for possible changing room use – Deputy Clerk to update
 - 5.7 – 51.7** LED lighting companies to supply prices for phased work for replacement lighting to include the committee rooms in the first phase. Update and supporting paper
 - 5.8 -54.3** WiFi for coombe court – update from Deputy Clerk
 - 5.9 – 56.1** Happy to Chat bench – was agreed to go to full council

- 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 – November
- 6.2** Coffee Machine Report - November
- 6.3** Hall and Room Rentals - November
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- 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**
Deputy Clerk to investigate special floor paint for High Street Toilets – Ongoing
Signs for urinal - ongoing
- 7.2 Memorial Playing Field**
Deputy Clerk to request quotes for galvanised gutters at changing rooms – quote awaited
- 7.3 Steyning Centre**
ATM – follow up actions – ongoing
Research Link Cash points - ongoing
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- 8.0 Financial items** – to receive and discuss financial matters
- 8.1** To agree the Income and Expenditure report for October 2019
- 8.2** To discuss the purchase of 2 more business cards stands.
- 8.3** New door ordered for Coombe Court kitchen to replace broken one.
- 8.4** Projects – to prioritise and set up project team if any new projects are noted.
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- 9.0 Premises Budget for 2020-2021**
- 9.1** To discuss proposal for budget requirements for 2020-2021
- Suggestions for projects**
High Street Toilet Upgrade
Steyning Centre LED Lighting Upgrade
Installation of ATM
High Street Bus Shelter Display Boards
Gutter upgrade to MPF Changing Rooms and High Street Toilets
MPF Changing Room External Appearance Upgrade (Currently deferred)
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- 10.0 Correspondence** – to discuss incoming correspondence
- 10.1** None at time of printing
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- 11.00 Date of the next meeting** – Tuesday 4th February 2019
Please note there is no premises meeting in January as there was agreement that the Amenities committee would need the 7th January as they miss their December meeting.

John Fullbrook

Clerk to the Council

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

