

Steyning Parish Council



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

www.steyningpc.gov.uk

Telephone: 01903 812042

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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 MARCH 2020 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 4th February 2020.
- 5.0 Matters arising and Actions** – to consider matters arising and actions from the previous minutes
 - 5.1-86.2** Barclays Meeting - Deputy Clerk to request a meeting with Barclays Representative and inform him of the questions at the last meeting. – Update .
 - 5.2 – 86.3** LED Lighting Company – Scope of Works – to discuss under item 7.3 ii
 - 5.3- 86.4** WI-Fi in the committee rooms is working well and no issues have been reported.
 - 5.4 - 74.4** Bus Shelter and toilets gutter – Works ordered - Update
 - 5.4-74.5** MPF Gutter - Works ordered - 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 – February
 - 6.2** Coffee Machine Report - February



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- 6.3 Hall and Room Rentals – February
- 6.4 Update on Caretaker vacancy
- 6.5 Report following the Annual automatic door service.
- 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**
- i Deputy Clerk to investigate companies for professional opinion on special floor paint for High
 - li Street Toilets – quote requested from Contractor
 - lii Door locking of High Street Toilets -update .
 - liii Bus Shelter lights - Discuss issues
- 7.2 **Memorial Playing Field**
- i Changing Room plumbing issues – to inform committee of the work done so far and continued progress.
- 7.3 **Steyning Centre**
- i ATM – follow up actions –
 - li LED Lighting – Scope of works.
 - iii To discuss quotes/prices for video camera recording and microphone equipment for Parish Council and committee meetings at the Steyning Centre
- 8.0 **Financial items** – to receive and discuss financial matters
- 8.1 To agree the Income and Expenditure report for January 2020
- 9.0 **Correspondence** – to discuss incoming correspondence
- 9.1 None at time of printing
- 10.0 **Date of the next meeting – Tuesday 7th April 2020**

John Fullbrook

Clerk to the Council

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