

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 MONDAY 13TH JANUARY 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 3rd December 2019.
- 5.0 Matters arising and Actions** – to consider matters arising and actions from the previous minutes
 - 5.1-63.2** Follow up Letter to Barclays has been sent – A meeting with Barclays rep was held on 6th November. Discussion notes and further information was forwarded to the committee. Deputy Clerk to speak to the Clerk at Henfield Parish Council and ask for their thoughts on the project. Deputy Clerk to arrange a further meeting with Barclays Representative.
 - 5.2 – 63.5** 2 business card stands purchased and put up.
 - 5.3-63.7** LED lighting Company has agreed to carry out the scope of works for the first phase of the lighting project – the offices, foyer, Saxon Room and the Committee Rooms. A meeting to be held with Deputy Clerk, Cllr Cree, the Clerk and Mr Moore of the Green Light Company on 14th January.
 - 5.4-63.8** WiFi for coombe court and Saxon Room is now completed.
 - 5.5 – 63.9** Happy to Chat bench – was agreed at December Parish Council meeting and a sign has been placed in the bus shelter.

- 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 – January
- 6.2** Coffee Machine Report - January
- 6.3** Hall and Room Rentals - January
- 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 companies for professional opinion on special floor paint for High Street Toilets – Ongoing
- 7.2** Signs for urinal - ongoing
- 7.3 Memorial Playing Field**
Deputy Clerk to request quotes for galvanised gutters at changing rooms – ongoing
- 7.3 Steyning Centre**
ATM – follow up actions – ongoing
- 8.0 Financial items** – to receive and discuss financial matters
- 8.1** To agree the Income and Expenditure report for November 2019
- 9.0 Premises Budget for 2020-2021**
- 9.1** Final discussion for the proposed budget requirements for 2020-2021
- 9.2 To confirm the Suggestions for projects which were**
1. Installation of ATM - £6000.00
 2. Steyning Centre LED Lighting Upgrade- £ £5000.00 to be added to grant money of £4,650.00
 3. High Street Bus Shelter Display Boards - £1000.00
 4. Gutter upgrade to MPF Changing Rooms and High Street Toilets - £4000.00
- 10.0 Correspondence** – to discuss incoming correspondence
- 10.1** None at time of printing
- 11.00 CONFIDENTIAL SESSION**
To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3e to exclude the press and public on the grounds that the confidential matters to be discussed under item 11.1 below on the basis that it may involve disclosure of personal information relating to staffing matters and /or in contractual matters which it would be inappropriate to put in the public domain.
- 11.1 Staffing Issue** - Update concerning staff for the Steyning Centre.
- 12.0 Date of the next meeting** – Tuesday 4th February 2020

John Fullbrook

Clerk to the Council

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

