

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 VIA ZOOM VIDEO CONFERENCING ON TUESDAY 5TH MAY 2020 AT 7.30 PM.

This meeting is convened under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of local Authority and police and Crime Panel Meetings) (England and Wales) Regulations 2020

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO 'ATTEND' THE MEETING BY SUBMITTING A REQUEST FOR THE LOG-IN DETAILS TO THE CLERK IN ADVANCE OF THE MEETING

(Please join with your own Zoom video camera turned off and keep it turned off unless invited to participate)

GDPR Notice

Please note that the Council is, and members of the public and individual councillors could be, making audio or video recordings of this meeting. The Council's recordings will be uploaded to a cloud-based website of record and will be available indefinitely to the general public. By participating at the meeting, including by merely logging-in to it, you consent to this. If you do not consent to these terms you should please not log-in to the meeting

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 up to a limited time of 15 minutes.
- 4.0 Minutes of the previous meeting** – to agree and accept the minutes of the meeting of 7th April 2020.
- 5.0 Matters arising and Actions** – to consider matters arising and actions from the previous minutes
 - 5.1 Barclays Meeting** - Deputy Clerk to request a meeting with Barclays Representative and inform him of the questions at the last meeting. – Update from meeting of 4th February to be reported by Deputy Clerk .
 - 5.2 LED Lighting Company** – Scope of Works – deferred until after Covid-19 crisis
 - 5.3 Bus Shelter and toilets gutter** – Works Completed
 - 5.4 MPF Gutter** - Works Completed
- 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** – March report by Deputy Clerk



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
Email: hazel.roxby@steyningpc.gov.uk

- 6.2 Coffee Machine Report - March report by Deputy Clerk
- 6.3 Hall and Room Rentals – March report by Deputy Clerk
- 6.4 Blood Donor session 27th April – report by Deputy Clerk
- 6.5 Report on work being carried out by Caretakers during Covid 19

- 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 Street Toilets – quote requested from Contractor
 - ii Door locking of High Street Toilets -Toilets Closed due to Covid-19 .
 - iii Self Distancing and Resident Support signage - to discuss and agree position on signage for the seats in the bus shelter.

- 7.2 **Memorial Playing Field**
 - i **Changing Room plumbing issues – no further issues to be reported – Changing rooms closed due to Covid -19**

- 7.3 **Steyning Centre**
 - i **To discuss issues related to the use of the Steyning Centre as a Community Hub during the current Coronavirus crisis including as an emergency building for HDC**
 - ii **Potential use of the Centre, particularly Coombe Court, for other uses such as an emergency ward, medical or other function – Deputy Clerk to update**
 - iii **To discuss quotes/prices for video camera recording and microphone equipment for Parish Council and committee meetings at the Steyning Centre – ongoing – no further quotes have been sought as the Covid 19 happened.**
 - iiii **Masonic Lodge Meetings – Health and Safety Issues**

- 8.0 **Financial items – to receive and discuss financial matters**
- 8.1 To agree the Income and Expenditure report for March 2020
- 8.2 To discuss and agree cost of replacement of rotten wooden barrels at entrance of Steyning Centre

- 9.0 **Correspondence – to discuss incoming correspondence**
None at time of printing

- 10.0 **Date of the next meeting – Tuesday 2nd June 2020**

John Fullbrook
Clerk to the Council

Members of the public wishing to attend the meeting via Zoom should contact the Deputy Clerk to be provided with a link

