

Steyping Parish Council



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

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www.thesteyningcentre.co.uk

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**TO ALL MEMBERS OF THE PREMISES COMMITTEE
YOU ARE HEREBY SUMMONED TO ATTAND A MEETING
AT THE STEYNING CENTRE ON TUESDAY 2ND JANUARY 2017 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 regarding items on the agenda
- 4.0 Minutes of the previous meeting** – to agree and sign the minutes of the meeting of 5th December 2017.
- 5.0 Matters arising and Actions** – to consider matters arising and actions from the previous minutes
 - 5.1 – 66.1 Cllr Muncey and the Clerk to make enquiries regarding the council's financial circumstances in connection with the grant for LED lighting
 - 5.2-66.4 Further investigations for a drinks vending machine. Agenda Item
 - 5.3- 66.7 The work to the kitchen to comply with regulations has been carried out and gas safe certificates have been issued. The blown window in the kitchen was also replaced.
 - 5.4- 66.8 The new skylights have been installed.
 - 5.5-66.9 A rolling maintenance plan has been created for work to be carried out over the next few years and for annual maintenance work to be carried out by caretakers.
 - 5.6- 69.4. Income and expenditure for Steyning Centre – Ongoing
 - 5.7 -69.5 Replacement of water tank in pavilion – deferred to the summer
 - 5.8-70.2. list of improvements and prices – agenda item
 - 5.9-70.3 Coffee machine options – agenda item
 - 5.10 -71.1 Showcase leaflets have been printed and are ready for delivery to Your Steyning .



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: spcclerk@btconnect.com
Email: steyningcentre@btconnect.com

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 Hot water tank replacement in disabled toilet.

6.2 Annual Service of Front Doors

7.0 Cricket Pavilion, Bowling and Tennis Club Houses and High Street Toilets– to discuss any issues arising

7.1 Timer panel for heating and water at the pavilion has broken.

8.0 Financial items – to receive details of Income & Expenditure for the Steyning Centre.

8.1 To sign the Income & Expenditure Reports for November 2017 following the Clerks explanations on queries (December income and expenditure will be presented in February)

8.2 Budget for 2018/19 to discuss and agree the budget for Premises committee

8.3 Update on possible improvements and approximate prices

- Cooker for Saxon Room
- Notice boards for foyer
- Blinds for offices and committee kitchen
- Flooring for gents toilets and other areas if possible
- New signage external and internal
- Coombe Court windows

8.4 Prices and suggestions for drinks vending machine

9.0 Showcase 2018

9.1 to receive a report on the showcase event for February 2018

9.2 Discuss attendance of councillors at the event

10.0 Correspondence – to discuss incoming correspondence

11.0. Date of the next meeting – Tuesday 6th February 2018 at 7.30pm

John Fullbrook

Clerk to the Council

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



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Deputy Clerk: Hazel Roxby

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