

Steyning Parish Council



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

www.steyningpc.gov.uk
www.thesteyningcentre.co.uk

Telephone: 01903 812042

**TO ALL MEMBERS OF THE PREMISES COMMITTEE
YOU ARE HEREBY SUMMONED TO ATTEND A MEETING
AT THE STEYNING CENTRE ON TUESDAY 7TH NOVEMBER 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 3rd October 2017.
- 5.0 Matters arising and Actions** – to consider matters arising and actions from the previous minutes
 - 5.1 - The painting of the bus shelter has been started and good progress is being made.
 - 5.2 – Replacement of window in Coombe Court kitchen – Ongoing
 - 5.3 – Quotes for replacement skylights is an agenda item
 - 5.4 – Update on quotes for changing over to LED Lighting - Ongoing
 - 5.5 – Update on quotes for kitchen work required to comply with HSE regulations –Agenda item
 - 5.6– Baby changing unit has been replaced in High Street toilet
 - 5.7 – The work to carry out the connection of the fire alarm to the gas connection has been 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 Caretakers progress
 - 6.2 Report on Film night
 - 6.3 Annual FIT update



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: spcclerk@btconnect.com
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6.4 Annual coffee machine income

6.5 Bookings update

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

7.1 Monitor of cleaning of Cricket Pavilion.

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

8.1 To receive the Income & Expenditure Reports for October 2017

8.2 To discuss and agree quotes for kitchen work required to comply with HSE regulations

8.3 To discuss and confirm Skylights

8.4 To look at budget headings and discuss possible improvements to be included in the budget for 2018/19

9.0 Showcase 2018

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

10.0 Correspondence – to discuss incoming correspondence

11.0. Date of the next meeting – Tuesday 5th December 2017 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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