

Steypning Parish Council



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

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www.thesteypningcentre.co.uk

Telephone: 01903 812042

**TO ALL MEMBERS OF THE PREMISES COMMITTEE
YOU ARE HEREBY SUMMONED TO ATTAND A MEETING
AT THE STEYPNING CENTRE ON TUESDAY 3RD OCTOBER 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 Steypning Parish Council. Members of the public are also advised that by attending a meeting of Steypning 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 Steypning 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 September 2017.
- 5.0 Matters arising and Actions** – to consider matters arising and actions from the previous minutes
 - 5.1 - 31.1 Caution sign for toilet door that opens outwards in the high street car park. Done
 - 5.2 – 34.2 Quotes for baby changing unit are an agenda item.
 - 5.3 – 34.2 The painting of the bus shelter is due to be carried out the week of 2nd October.
 - 5.4 – 34.2 Replacement of window in Coombe Court kitchen – Ongoing
 - 5.5 – 34.2 Paper towel holder in Saxon room has been moved.
 - 5.6 – 34.3 SteypningTown Football Club have been issued with 2 keys to the pavilion for use of the toilets during Saturday matches.
 - 5.7 –35.2 Quotes for replacement skylights is an agenda item
 - 5.8– 35.3 Update on quotes for changing over to LED Lighting - Ongoing
 - 5.9 –35.4 Update on quotes for kitchen work required to comply with HSE regulations -Ongoing



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: spcclerk@btconnect.com
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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 To receive information on emergency work carried out to the central heating panel and wiring.

7.0 Monthly film report

7.1 Report on Film night

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

8.1 None at the time of printing agenda.

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

9.1 To receive the Income & Expenditure Reports for September 2017

9.2 To discuss quotes to replacement of the baby changing unit in High Street disable toilet

9.3 To discuss quotes received for the replacement of skylights

9.4 To consider work in connection with the fire alarm and gas connection.

10.0 Showcase 2018

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

11.0 Correspondence – to discuss incoming correspondence

12.0. Date of the next meeting – Tuesday 7th November 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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