

MARKS TEY PARISH COUNCIL

Parish Hall, Old London Road, Marks Tey, CO6 1EJ

Telephone: 01206 213250

www.essexinfo.net/marksteyparish

To: Members of the Premises Committee

29 January 2021

You are summoned to attend a Premises Committee Meeting on Friday 5th February 2021 at 5.00pm for the transaction of the under-mentioned business. The Meeting will be held remotely via Zoom. Log in details as follows: **MEETING ID 937 6721 3872 PASSCODE 828095** Members are reminded to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests and Registerable Non-Pecuniary Interests as they arise on the Agenda.

Members of the Public and Press are warmly welcome to attend.

Gemma Humphries

Gemma Humphries
Clerk and RFO

AGENDA

2021/PCM001 Apologies for absence	To receive and consider acceptance of any apologies.
2021/PCM002 Declarations of Disclosable Pecuniary Interests, Other Pecuniary Interests and Registerable Non-Pecuniary Interests	To receive Councillor's Declarations of Interests on any item appearing on the Agenda.
2021/PCM003 Minutes	to approve minutes from premises meeting held on 18 th December 2020 (enclosed)
2021/PCM004 Public Session	Up to fifteen minutes allowed for questions and Statements from the public or press in attendance. Each individual wishing to speak will be allowed 3 minutes
2021/PCM005 Aims and Objectives	to discuss and agree aims and objectives for premises committee for 2021
2021/PCM006 Small Hall Flooring Tender	to discuss and agree recommendation to full council for the contract on the small hall flooring.
2021/PCM007 Grass Cutting Tender	to discuss and agree recommendation to full council for the new grass cutting contract
2021/PCM008 Playground report	to discuss and agree actions required for playground post inspection report.
2021/PCM009 Projects for Halls 2021	to receive update regarding 2021 planned projects and agree actions required.
2021/PCM010 Projects for Grounds 2021	to discuss quote for tree removal and field gate. Agree actions required
2021/PCM011 Maintenance / Defects list	to discuss current maintenance and defects list and agree actions required.
2021/PCM012 Health and Safety	to discuss health and safety risk assessments for the Parish Hall and agree actions required.
2021/PCM013 Damage Deposits	to discuss and review requirements for damage deposits at the hall and agree actions required.

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2021/PCM014 Terms and conditions of Hire

to discuss and approve proposed changes to terms and conditions in relation to provisional bookings.

2021/PCM015 Information Exchange, Clerks Report and Correspondence File

- 1) Chair's Report
- 2) Clerk's Report

2021/PCM016 Chair to close the meeting