

**TO ALL MEMBERS OF THE STEYNING CENTRE COMMITTEE  
YOU ARE HEREBY SUMMONED TO ATTAND A MEETING  
AT THE STEYNING CENTRE  
ON TUESDAY 27<sup>th</sup> JANUARY 2015 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.*

**QUESTIONS FROM THE FLOOR** – to receive questions from members of the public regarding items on the agenda.

**AGENDA**

- 1. Apologies for absence** – to receive and consider apologies for absence.
- 2. Declarations** – to receive and consider declarations of interest.
- 3. Minutes of the previous meeting** – to agree and sign the minutes of the meeting of 25<sup>th</sup> November 2014.
- 4. Matters arising and Actions** – to consider matters arising and actions from the previous minutes.
- 5. Deputy Clerk's Report and Steyning Centre update** – to receive the day to day report on the Steyning Centre and discuss any issues.
- 6. Business performance** – to receive a business performance report.
- 7. Financial items** – to receive details of Income & Expenditure for the Steyning Centre and quotes.
  - 7.1** To receive the Income & Expenditure Reports for November and December 2014.
  - 7.2** To receive quotes for improved signage at the Steyning Centre.
  - 7.3** To receive a quotes to replace Emergency Exit lighting.
  - 7.4** To receive a quote to supply and fit water savers to men's toilets.
  - 7.5** To receive a quote to supply and fit water saver taps to single toilets.
- 8. Steyning Centre Maintenance Plan** – to receive a copy of the Maintenance Plan and make comment.
- 9. Correspondence** – to read and discuss incoming correspondence.

**10. Community Infrastructure Levy** – to discuss any items for inclusion on the list.

**11. Date of the next meeting** – Tuesday 17<sup>th</sup> March 2015.

**Rebecca Luckin**  
**Clerk to the Parish Council**

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