

# Steyning Parish Council



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

[www.steyningpc.gov.uk](http://www.steyningpc.gov.uk)  
[www.thesteyningcentre.co.uk](http://www.thesteyningcentre.co.uk)

Telephone: 01903 812042

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**TO ALL MEMBERS OF THE STEYNING CENTRE COMMITTEE  
YOU ARE HEREBY SUMMONED TO ATTEND A MEETING  
AT THE STEYNING CENTRE  
ON TUESDAY 16<sup>th</sup> February 2016 2015 AT 7.45PM**

*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 15<sup>th</sup> December 2015.
- 4. Matters arising and Actions** – to consider matters arising and actions from the previous minutes.
  - 41.1** Convene working party to discuss Conditions of Hire and report back to next meeting **Cllrs SN/RT/TL**
  - 41.2** Letter written to Playgroup re fence
  - 41.3** ADT quotes - Agenda Item
  - 44.2** Get quotes for a roof survey – Agenda Item
  - 44.3** Review bookings software - **Cllr SN**
  - 45.3** Notice for back door for recycling
- 5. Deputy Clerk's Report and Steyning Centre update** – to receive the day to day report on the Steyning Centre and discuss any issues.
  - 5.1** Repairs to Leaking toilet
  - 5.2** Report Problem with coombe court floor, now resolved.
  - 5.3** Report of progress on Fire Risk Assessment
  - 5.4** Service of Automatic Door and service for Security System.
- 6. Business performance** – to receive a business performance report.
- 7. Financial items** – to receive details of Income & Expenditure for the Steyning Centre.
  - 7.1** To receive the Income & Expenditure Reports for December and January
  - 7.2** Discuss water saving options and quote for new taps in corridor toilets
  - 7.3** Quotes for replacements for Dor Guards.



Parish Clerk: Rebecca Luckin  
Deputy Clerk: Hazel Roxby

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Email: [steyningcentre@btconnect.com](mailto:steyningcentre@btconnect.com)

#### 7.4 Quotes for roof survey

**8. Correspondence** – to discuss incoming correspondence.

8.1 Letter from a customer, reply.

**9. Confidential Item** – to discuss and confirm update of Staff contacts to reflect Minimum Living Wage and Pension changes

Due to the nature of the discussion, the Chairman will propose that the discussion takes place in confidence, under Standing Order 3 e).

**10.0. Date of the next meeting** – Tuesday 29<sup>th</sup> March 2016.

**Rebecca Luckin**  
Clerk to the Parish Council

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



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