

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 STEYNING CENTRE COMMITTEE
YOU ARE HEREBY SUMMONED TO ATTEND A MEETING
AT THE STEYNING CENTRE
ON TUESDAY 28th JUNE 2016 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** – 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 17th May 2016.
- 5.0 Matters arising and Actions** – to consider matters arising and actions from the previous minutes.
 - 5.1 - 7.5** Get Cost for window cill covers in Saxon room –
 - 5.2 - 8.1** Liaise with U3A for grant for dishwasher in Saxon room.
 - 5.3 - 8.2** update on sebo vacuum cleaner .
 - 5.4 - 11.2** Update on Roof quote
 - 5.5 - 11.3** Bin store completed
 - 5.6 - 11.4** Grass weed and feed carried out
 - 5.7 - 11.5** Update on taps and heater in corridor toilets
- 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 ADT Fire and Security Routine Inspection.
 - 6.2 Request from Playgroup to trial child friendly toilet seats.
 - 6.3 The hand drier in the gent toilets is not working properly a replacement has been ordered.
- 7.0 Business performance** – to receive a business performance report.
- 8.0 Staffing Matters** - to receive staffing information.
 - 8.1 Appointment of new caretaker.



Parish Clerk: Rebecca Luckin
Deputy Clerk: Hazel Roxby

Email: spcclerk@btconnect.com
Email: steyningcentre@btconnect.com

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

9.1 To receive the Income & Expenditure Reports for May 2016.

10. Correspondence – to discuss incoming correspondence.

10.1 Letters of thanks from Steyning Festival.

10.2 Letter of thanks from Ecclesiastical Architects and Surveyors Association.

11.0. Date of the next meeting – Tuesday 16th August 2016. 7.45pm

Carol Stephenson
Clerk to the Parish Council

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



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