

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 22ND MARCH 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.

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 16TH February 2016.
- 4. Matters arising and Actions** – to consider matters arising and actions from the previous minutes.
 - 4.1 -51 .1_ Convene working party to discuss Conditions of Hire and report back to next meeting
 - 4.2 - 51.5 Update on Review of bookings software
 - 4.3 - 52.1 Update on Home Service investigation
Update on expenditure for plumbing for the year
 - 4.4 -53.1 December Film Night booked
 - 4.5 - 54.2 Water saving for corridor is agenda item
 - 4.6 - 54.3 New door holders
 - 4.7 - 54.4 Update on roof survey is agenda item
 - 4.8 - 56.1 Staff contracts amended for salary increase from 1st April.
- 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 Fire Drill update
- 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 February 2016.
 - 7.2 Discuss water saving options and quote for new taps in corridor toilets
 - 7.3 Discuss roof survey report and way forward



Parish Clerk: Rebecca Luckin
Deputy Clerk: Hazel Roxby

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

8. Correspondence – to discuss incoming correspondence.

8.1 To discuss request from U3A to display EU information for education purposes only.

9.0. Date of the next meeting – Tuesday 17th May 2016.

Rebecca Luckin
Clerk to the Parish Council

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



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