

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 17TH MAY 2016 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

- 1.0 Election of Chairman.** To elect a Chairman for the forthcoming year.
- 2.0 Election of Vice – Chairman .** To elect a Vice Chairman for the forthcoming year.
- 3.0 Confirm Membership of Associate Member.** To Confirm Roger Toms as the Associate Member of the Committee.
- 4.0 Apologies for absence** – to receive and consider apologies for absence.
- 5.0 Declarations** – to receive and consider declarations of interest.
- 6.0 Minutes of the previous meeting** – to agree and sign the minutes of the meeting of 22nd March 2016.
- 7.0 Matters arising and Actions** – to consider matters arising and actions from the previous minutes.
 - 7.1 - 61.1 Working party to discuss conditions of hire
 - 7.2 - 61.2 Update on charts for utilisation and revenue
 - 7.3 - 62.2 Advertise film night on Martins (paper shop) Notice Board
 - 7.4 - 63.4 Create survey for customers
 - 7.5 - 63.5 Get Cost for window cill covers in Saxon room –
 - 7.6 - 64.2 Investigate requirement for hot water in corridor toilets – report back to next meeting
 - 7.7- 64.3 obtains quotes for roof work
 - 7.8 - 64.4 Purchase wi-fi extender
 - 7.9 - 64.5 Purchase new phone for office
 - 7.10 - 64.6 obtain quote for new bin store –
 - 7.11 - 65.1 Organise U3A table for the foyer.
- 8.0 Deputy Clerk's Report and Steyning Centre update** – to receive the day to day report on the Steyning Centre and



Parish Clerk: Rebecca Luckin
Deputy Clerk: Hazel Roxby

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discuss any issues.

9.0 Business performance – to receive a business performance report.

10.0 Staffing Matters - to receive staffing information.

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

11.1 To receive the Income & Expenditure Reports for April 2016.

11.2 Discuss and agree roof survey quotes

11.3 Discuss and agree quote for bin store

11.4 Discuss quote for grass outside coombe court and weed and feed

12. Correspondence – to discuss incoming correspondence.

12.1 Letter from Sussex Healers Association

13.0. Date of the next meeting – Tuesday 28th June 2016. 7.30pm

Carol Stephenson
Clerk to the Parish Council

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



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Deputy Clerk: Hazel Roxby

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