

# 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

---

**TO ALL MEMBERS OF THE STEYNING CENTRE COMMITTEE  
YOU ARE HEREBY SUMMONED TO ATTEND A MEETING  
AT THE STEYNING CENTRE  
ON TUESDAY 27<sup>TH</sup> OCTOBER 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 15<sup>th</sup> September 2015.
- 4. Matters arising and Actions** – to consider matters arising and actions from the previous minutes.
  - 4.1-14.1 Terms of Reference - update
  - 4.2-20.1 Investigate requirement ratio of adult supervision to child -Update
  - 4.3-21.2 Automatic gas safety valve servo -update
  - 4.4-21.3 Safety wire bonds - update
  - 4.5- 21.3 Budget items – Agenda item
  - 4.6 -21.4 Tree removal and trimming outside Steyning Centre – Update
  - 4.7-21.5 Memorial seat - Update
  - 4.8-22.1 Conditions of Hire proposals - -update from working party
- 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** To discuss and agree fencing as per site visit on 19<sup>th</sup> October with the Playgroup leader
- 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 September
  - 7.2** Budget discussions
  - 7.3** Replacement of Office Furniture.



Parish Clerk: Rebecca Luckin  
Deputy Clerk: Hazel Roxby

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

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

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

**10. Date of the next meeting** – Tuesday 15<sup>th</sup> December 2015.

**Rebecca Luckin**  
Clerk to the Parish Council

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



Parish Clerk: Rebecca Luckin  
Deputy Clerk: Hazel Roxby

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