

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 15TH SEPTEMBER 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. To Agree the Terms of Reference** – agree revision of the Terms of Reference for this Committee.
- 2. Apologies for absence** – to receive and consider apologies for absence.
- 3. Declarations** – to receive and consider declarations of interest.
- 4. Minutes of the previous meeting** – to agree and sign the minutes of the meeting of 28th July 2015.
- 5. Matters arising and Actions** – to consider matters arising and actions from the previous minutes.
- 6. Deputy Clerk's Report and Steyning Centre update** – to receive the day to day report on the Steyning Centre and discuss any issues.
- 7. Business performance** – to receive a business performance report.
- 8. Financial items** – to receive details of Income & Expenditure for the Steyning Centre and quotes.
 - 8.1** To receive the Income & Expenditure Reports for previous months
 - 8.2** To consider a quote for replacement of the automatic gas safety valve servo.
 - 8.3** Consideration of stage lighting report
 - 8.4** Consider quotes to remove lower branches of HDC trees and remove 2 x Cordyline Australis
 - 8.5** Consider placement of memorial bench on patio at back of Steyning Centre
 - 8.6** Review of utility costs
- 9 Conditions of Hire** – to consider amendments to Conditions of hire
- 10. Correspondence** – to discuss incoming correspondence.



Parish Clerk: Rebecca Luckin
Deputy Clerk: Hazel Roxby

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

12. Confidential Item – to discuss matters regarding a user group at the Steyning Centre.

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

13. Date of the next meeting – Tuesday 27th October 2015.

Rebecca Luckin

Clerk to the Parish Council

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



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