

CUCKFIELD PARISH COUNCIL

Queen's Hall, High Street, Cuckfield, RH17 5EL



To the members of the **Community Buildings Committee**

You are hereby summoned to attend the next meeting of the Community Buildings Committee in the Queen's Hall at **8.15pm** on **Thursday 29th November 2018** to transact the following business:

AGENDA

- 1) To receive apologies for absence.
- 2) To receive declarations of interest from Members in respect of any matter on the agenda.
The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it.
- 3) Public Question Time: Members of the public are invited to put questions or to draw relevant matters regarding items on the agenda to the Council's attention for **ten minutes** prior to the commencement of business.
- 4) To approve the minutes of the meeting held on 16th August 2018 (previously circulated).
- 5) To note any matters arising from the minutes not included elsewhere on the agenda.
- 6) To note the Community Buildings Action List.
- 7) To receive an update from the Village Hall Working Party (attached).
- 8) To consider the quotation to connect the Queen's Hall and Village Hall to Interserve's monitoring system which would automatically contact the fire brigade if the fire alarm was activated in either location (to follow).
- 9) To consider the following with regards to the Queen's Hall:
 - i) To consider the quote to install lighting in the garden (to follow).
 - ii) To consider the quote to purchase replacement curtains for the Council Chamber and main hall (to follow).
 - iii) To consider the quote to purchase outdoor chairs for use in the garden (to follow).
 - iv) To consider the quote to purchase replacement and additional chairs for the Queen's Hall (to follow).
 - v) To consider the request to install a smoke alarm for the main museum room, and quote received (to follow).
- 10) To note items arising after the preparation of this Agenda which the Chairman agrees to take as urgent. **Such matters will be for noting only or deferral to a future meeting only.**

Sam Heynes

Clerk to the Parish Council, 23 November 2018