



Sway Parish Council

Members are hereby Summoned to attend a MEETING OF SWAY PARISH COUNCIL that will take place at 7.30pm, Thursday 28th January 2016 at the JUBILEE FIELD PAVILION, SWAY

AGENDA

1. **Apologies**
2. **Minutes of the Meeting held on the 17th December 2015 and Matters Arising**
3. **Report by County Councillor Ken Thornber**
4. **Chairman's Report**
5. **Correspondence**
6. **Finance :-**
 - Seek approval for RFO to have on-line view only access to Lloyds bank account
 - Seek approval of draft key holder agreement which supports the new key holder register?
 - Seek agreement to implement the use of a receipts book in the office for cash and cheques received
 - Receive and approve payment schedule for January 2016
 - Receive report from Finance Working Party
7. **Receive Reports from Committees and Working Groups**
 - Planning and Transport Committee:
 - Amenities Working Party:
 - Update on S.106 Consultation:
8. **Amenities Working Party**
 - To agree a new method of booking for the Pavilion, including the use of Google Calendar, and approve the adoption of supporting documentation and low-key marketing materials.
 - To receive a proposal for carrying out various items of maintenance and cleaning to Pavilion using funds allocated to this budget
9. **Items for the next Agenda**
10. **Any Other Business**
11. **To Confirm Date of Next Meeting – 25th February 2016**

**L Thomas
Len Thomas
Proper Officer to Sway Parish Council**

Date 20th January 2016

FOR ANY ENQUIRIES REGARDING THIS MEETING PLEASE CONTACT MR LEN THOMAS, PROPER OFFICER ON 01590 718116. EMAIL Proper.Officer@Sway-Parish-Council.org.uk