



# North Horsham Parish Council

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2<sup>nd</sup> February 2018

## **NOTICE OF A MEETING OF THE PROPERTY COMMITTEE**

Councillors are respectfully summoned to attend a meeting of North Horsham Parish Council Property Committee to be held on **Thursday 8<sup>th</sup> February 2018 at 7.30pm at Roffey Millennium Hall** for the transaction of the business on the agenda below. Members of the press and public are welcome to attend the meeting.

Vivien Edwards  
Deputy Clerk

### **Committee Members:**

Cllr K. Burgess, Cllr R Ginn, Cllr R Knight, Cllr D Searle, Cllr A Smith, Cllr S Torn  
Cllr R. Wilton.

## **AGENDA**

- 1. Public Forum**  
The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. The business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.
- 2. Apologies for absence**  
**Recommendation: To receive apologies for absence.**
- 3. Minutes**  
**Recommendation: To approve and sign the Minutes of the Meeting held on 19<sup>th</sup> December 2017.**
- 4. Declarations of Interest**  
**Recommendation: To receive any Declarations of Interest from Members of the Committee.**
- 5. Chairman's Announcements**  
**Recommendation: To note any announcements.**
- 6. Finance – See Appendix 1**  
**Recommendation: To note the Committee Budget to 31<sup>st</sup> December 2017.**

7. **Completed works**  
See Committee Report for details.  
**Recommendation: To note completed works.**
8. **On-going works**  
See Committee Report for details.  
**Recommendation: To note on-going works.**
9. **Future Works**  
**Holbrook Tythe Barn - Installation of a new hot water tank and ancillary work (deferred from previously meeting)**  
Remedial work is required to bring the hot water in the toilets at the Barn end of the building up to an appropriate temperature.  
**Recommendation: To agree to install an additional hot water tank at Holbrook Tythe Barn.**
10. **Fire Risk Assessments**  
Fire Risk assessments are carried out on all Parish Council owned buildings by the office staff every year. It is recommended that periodically a professional company is employed to carry out Fire Risk Assessments to check that the processes used are satisfactory and up to the required standard  
**Recommendation: To agree to having a professional Fire Risk Assessment carried out at each building on a rotational, annual basis.**
11. **Open Spaces Policy – See Appendix 2**  
To update the Open Spaces Policy.  
**Recommendation: To agree the updates to the Open Spaces Policy.**
12. **Policy and Condition of Hire in Relation to Parish Council Owned Premises**  
To update the Policy and Conditions of Hire.  
**Recommendation: To agree the updates to the Policy and Conditions of Hire in Relation to Parish Council Owned Premises.**
13. **Date of next meeting**  
**Recommendation: To agree to reschedule the next meeting of the Property Committee to Thursday 19<sup>th</sup> April 2018**