

# Lindfield Parish Council

Clock Tower House  
Lindfield Enterprise Park  
Lewes Road  
Lindfield  
West Sussex  
RH16 2LH

Tel: 01444 484115

Parish Clerk: Mrs. C. Irwin

e.mail: [clerks@lindfieldparishcouncil.gov.uk](mailto:clerks@lindfieldparishcouncil.gov.uk)

2 November 2015

## To: Members of the Administration Sub Committee

You are hereby summoned to attend the meeting of the **Administration Sub Committee** to be held on **MONDAY, 9 NOVEMBER 2015** at the **Parish Office, Clock Tower House, Lewes Road, Lindfield** at **2.30 p.m.** to transact the following business:

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Welcome and emergency announcements.

### AGENDA

1. To elect a Chairman for the Administration Sub Committee.
2. To receive and accept apologies and reasons for absence.
3. To receive Declarations of Interest by Members in respect of any Item on the Agenda.
4. Questions/comments from members of the public. (*This will be limited to a maximum of 15 minutes. In accordance with Standing Order 1 (f) each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes.*)
5. To confirm and sign the Minutes of the meeting of the Administration Sub Committee held on 22 October 2014 (*attached*).
6. To note the Terms of Reference (*attached*).
7. Parish Office Matters:
  - i) Electricity contract
  - ii) Clock repair
8. To consider the Administration Budget for 2016/17 and to make a recommendation thereon to the Finance and General Purposes Committee (*breakdown to follow*).
9. Any Other Business, arising after the preparation of this Agenda, which the Chairman agrees to take as urgent. Such matters will be for noting or deferral to a future meeting only.
10. Exclusion of the public [and press]: to consider whether a resolution should be moved under Standing Order No. 3(d) to exclude the public and press from the meeting, during consideration of item 11, by reason of the confidential nature of the business to be transacted.
11. Staffing matters.

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Signed



Christine Irwin  
Clerk to the Council

c.c. All other Parish Councillors  
WSCC Cllr. Mrs. C. Field  
MSDC Cllrs. Mrs. A. Lea and Mr. A. Lea

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**Members of the Public and the Press have a right to attend meetings of the Council and its Committees.**