

# *Lindfield Parish Council*

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Parish Clerk: Mrs. C. Irwin

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17 November 2009

**To: Members of the Office Workload Working Group**

You are hereby summoned to attend a meeting of the **Administration Sub Committee** to be held on **Wednesday, 25 November 2009** at the **United Reformed Church, High Street, Lindfield** (meeting room 1) commencing at **9.30 a.m.**, to transact the following business:

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## **A G E N D A**

1. To elect a Chairman
2. To accept apologies for absence.
3. To receive Declarations of Interest from Members in respect of any matter on the Agenda
4. Questions/comments from members of the public. (This Item will be limited to a maximum of 15 minutes).
5. To note Terms of Reference of the Administration Sub Committee (*attached*).
6. To note the Minutes of the meeting of the Office Workload Working Party held on 27 August 2008 (*attached*).
7. To consider any issues relating to the proposed rental of additional accommodation at Denmans Court.
8. To consider any issues relating to the running of the Parish Office, to include:
  - i) furnishing and equipment
9. To consider the Administration budget for 2010/11 and to agree a recommendation on that part of the budget to the Finance and General Purposes Committee (*paper to follow*)
10. Staffing matters:
  - i) to consider arrangements for Staff Appraisals
  - ii) workload
11. 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.

On conclusion of this part of the meeting a further period of 15 minutes will be set aside to allow members of the public to ask questions/make comments.

12. To consider whether a resolution should be moved under Standing Order No. 35(a) "that in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw".
13. To consider two minor amendments to the RFO's Statement of Particulars of Employment (*attached*).

Signed

Christine Irwin  
Clerk to the Council

c.c. All other Parish Councillors  
WSSC Cllr. Mrs. C. Field

MSDC Cllr. 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.**