

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **Administration Sub Committee** held on **THURSDAY 7 JULY 2016** at the Parish Office, commencing at 8.30 a.m.

Present: Mr. S. Henton (Chairman)
Mr. M. Allen
Mr. W. Blunden
Mr. R. Plass
Mrs. V. Upton

In attendance: Mrs. C. Irwin (Clerk)

Councillor Blunden, Chairman of Council, opened the meeting.

1. ELECTION OF CHAIRMAN

1.1 Councillor Henton was **PROPOSED, SECONDED** and **ELECTED** as Chairman of the Administration Sub Committee. Councillor Henton took the chair for the meeting.

2. APOLOGIES FOR ABSENCE

2.1 All members were present.

3. DECLARATIONS OF INTEREST

3.1 There were no declarations of interest from Members in respect of any items on the Agenda.

4. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

4.1 There were no members of the public present.

5. MINUTES OF THE MEETING OF THE ADMINISTRATION SUB COMMITTEE HELD ON 9 NOVEMBER 2015

5.1 The Chairman called for approval of the Minutes of the Administration Sub Committee held on 9 November 2015. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

6. ANY OTHER BUSINESS

6.1 No other items of business were raised.

7. EXCLUSION OF THE PUBLIC (AND PRESS)

7.1 Although there were no members of the public or press present at the meeting, it was **AGREED** that the following item, which related to staff matters should be taken as a confidential item. It was therefore **AGREED** in accordance with the Parish Council's Standing Order 3 (d) that in view of the confidential nature of the business about to be transacted, it was desirable in the public interest that the press and public be excluded.

8. STAFFING MATTERS

8.1 A short report relating to staff matters was considered and it was **AGREED** to make a recommendation direct to Full Council at its next meeting.

The meeting ended at 8.40.a.m.