

Lindfield Parish Council

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RH16 2LH

Parish Clerk: Mrs. C. Irwin

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16 October 2014

To: Members of the Administration Sub Committee

You are hereby summoned to attend the meeting of the **Administration Sub Committee** to be held on **WEDNESDAY, 22 OCTOBER 2014** at the **Parish Office, Clock Tower House, Lewes Road, Lindfield** at **11.00 a.m.** to transact the following business:

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 and Confidential Minutes of the meeting of the Administration Sub Committee held on 7 January 2010 *(attached)*. N.B. These minutes were received by the Finance and General Purposes Committee on 18 March 2010.
6. To note the Terms of Reference *(attached)*.
7. 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 8, by reason of the confidential nature of the business to be transacted.
8. Staffing matters.
9. To consider the Administration Budget for 2015/16 and to make a recommendation thereon to the Finance and General Purposes Committee *(breakdown to follow)*.
10. 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.

Signed



Christine Irwin
Clerk to the Council

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

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