

# Lindfield Parish Council

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Parish Clerk: Mrs C Irwin

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7 July 2017

**To: Members of Lindfield Parish Council**

You are hereby summoned to attend the meeting of **Lindfield Parish Council** to be held on **Thursday, 13 July 2017** at the **King Edward Hall, Lindfield (Jubilee Room)** at **8.05 p.m.** (following a short meeting of the Complaints Committee) to transact the following business:

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Welcome and emergency announcements

## AGENDA

1. To note that the Chairman's Declaration of Acceptance of Office has been signed in the presence of the Proper Officer, having been deferred at the Annual Meeting.
2. To receive and accept apologies and reasons for absence.
3. To receive Declarations of Interest by Members in respect of any Items on the Agenda.  
*The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of the meeting, that has not been disclosed under this item, the member must immediately disclose it.*
4. To confirm and sign the Minutes of the Annual Meeting of Council held on 11 May 2017 (*previously circulated*) and the Minutes of the Additional Meeting of Council held on 29 June 2017 (*to follow*).
5. Questions/comments from members of the public. (*This will be limited to a maximum of 15 minutes. In accordance with Standing Order 3 (e) – (g) 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*).
6. Chairman's announcements.
7. Reports by County Councillor / District Councillors.
8. Action list (*attached*).
9. Consultation Documents - to consider any documents received.
10. Planning and Traffic Committee.
  - i) Report by Councillor Hodgson on matters considered at the meetings held on 25 April, 16 May, 6 June (*Minutes previously circulated*), and 27 June 2017 (*Minutes to follow*), to include any updates.
  - ii) Update on traffic study.
  - iii) To receive the Minutes of the meetings of the Planning and Traffic Committee held on 25 April, 16 May, 6 June and 27 June 2017 and to confirm their recommendations.
11. Environment and Amenities Committee.
  - i) Report by Councillor Blunden on matters considered at the meeting held on 8 June 2017 (*Minutes previously circulated*), to include any updates:
    - Christmas lights.

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**Members of the public and the press have a right to attend meetings of the Council and its Committees.**

- Denmans Lane Allotments: to note tree work agreed and consider quotation, *(to follow)* if received.
- ii) To receive the Minutes of the meeting of the Environment and Amenities Committee held on 8 June 2017 and to confirm their recommendations.
12. Finance and General Purposes Committee.
- i) Report by Councillor Henton on matters considered at the meeting held on 6 July 2017 (*Minutes to follow, if available*), to include:
    - ii) Investment of funds: update.
    - iii) To consider a recommendation of the F&GP Committee on the review of unspent balances and reserves.
    - iv) Appointment of Internal Auditor for 2017/18 : to consider the recommendation of the F&GP Committee (*Audit plans previously circulated for F&GP meeting 06.07.17.*
    - v) Public toilets on the Common: to note and consider a letter from a resident suggesting incorporating public toilets with a small café facility (*attached*).
    - vi) To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 4 May 2017 (*previously circulated*) and 6 July (*if available*) and to confirm their recommendations.
    - vii) Statements of Account / Budget Progress and Bank Reconciliation for the periods 01.04.17 – 30.04.17 and 01.05.17 - 31.05.17 (*previously circulated*).
    - viii) List of cheques for approval (*to follow*).
13. To consider authorising a change to the Barclays Bank signature mandate to replace the present Clerk with the new Clerk, when in place, as a signatory for the purposes of withdrawing petty cash and to confirm that the RFO should be the named contact for purposes of making banking arrangements in accordance with Financial Regulation 5.1.
14. Casual vacancies: update.
15. To receive the Minutes of the Parish Meeting held on 27 April 2017 (*attached*).
16. Nominations for the MSDC Community Service Awards 2017.
17. Any other business, arising after the preparation of this Agenda, which the Chairman agrees to take as urgent. *Any such matters will be for noting or referral to a future meeting only.*
18. Exclusion of the public [and press]: to consider whether a resolution should be moved under Standing Order No. 3(d) and in accordance with the Public Bodies Admission to Meetings Act 1960 Section 1(2), to exclude the public and press from the following part of the meeting, by reason of the confidential nature of the business to be transacted or for other special reasons (staffing matters).
19. Staff appointments
- i) To consider any matters in respect of the recent appointment of the new Parish Clerk
  - ii) To consider any matters in respect of the recruitment of a Deputy Parish Clerk.

Signed



Christine Irwin  
Clerk to the Council

Cc: Cllr. Mr. A. Lea (WSCC and MSDC)  
Cllr. Mrs. A. Lea (MSDC)  
Mid Sussex Times