

Lindfield Parish Council

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Lindfield
West Sussex
RH16 2LB

Parish Clerk: Mrs C Irwin

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17 August 2011

To: Members of Lindfield Parish Council

You are hereby summoned to attend the **Meeting of Lindfield Parish Council** to be held on **Thursday, 25 August 2011** at the **King Edward Hall, Lindfield (Jubilee Room)** at **7.30 p.m.** to transact the following business:

A G E N D A

1. To accept Apologies for Absence.
2. To receive Declarations of Interest by Members in respect of any Items on the Agenda.
3. Questions/comments from members of the public. (This Item will be limited to a maximum of 15 minutes).
4. To confirm and sign the Minutes of the Council meeting held on 23 June 2011 (*previously circulated*).
5. Chairman's Announcements.
6. Report on Police Priorities.
7. Reports by County Councillor / District Councillors.
8. Action List (*attached*).
9. Consultation Documents - to note / consider documents received.
10. Environment and Amenities Committee. To receive and to confirm the recommendations of the Minutes of the Environment and Amenities Committee meeting held on 4 August 2011 (*to follow*). Report by Cllr. Blunden to include:
 - i) Litter bins: to consider the recommendations of the Environment and Amenities Committee for refurbishment of wrought iron litter bins and replacement of wooden litter bins. (*attached*)
11. Planning and Traffic Committee. To receive and to confirm the recommendations of the Minutes of the Planning and Traffic Committee meetings held on 14 June, 5 July and 26 July 2011 (*previously circulated*) and 16 August 2011 (*to follow*). Report by Cllr. Snowling.
12. Finance and General Purposes Committee: to receive and confirm the recommendations of the public Minutes of the Finance and General Purposes Committee meeting held on 21 July 2011 (*previously circulated*). Report by Cllr. Henton to include:
 - i) Process for the review of the Council's Standing Orders. (*advice from SALC attached*).
 - ii) To consider a policy for public access to agenda supporting documents prior to meetings.
 - iii) To consider recommendation of the Finance and General Purposes Committee on the appointment of an Internal Auditor (RFO's paper *previously circulated with Agenda for F&GP 21.07.11.*)
 - iv) Parish Office Accommodation (paper by Cllr. Henton *attached*).
 - v) Statements of Account/Budget Progress and Bank Reconciliation for the periods 01.06.11 to 30.06.11 and 01.07.11 to 31.07.11 (*previously circulated*).

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

vi) List of cheques for approval: cheques drawn since Council meeting of 23 June 2011 (*to follow*)

13. To receive resolution to be moved on notice by Councillor Amor, pursuant to Standing Order no. 12:

Storage cost at Lewes Road

“Actions must be taken quickly to significantly reduce the cost of storing council documents and equipment”.

14. 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.

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.

To consider whether a resolution should be moved under Standing Order No. 35(a) “that in view of the 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”.

15. To confirm and sign the Confidential Minutes of the Finance & General Purposes Committee meeting held on 21 July 2011 (*previously circulated*).

16. Staffing Matters and Parish Office

Signed

c.c. WSCC Cllr. Mrs. C. Field, MSDC
Cllr. Mr. A. Lea
Mid Sussex Times

Christine Irwin
Clerk to the Council