

Lindfield Parish Council

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Parish Clerk: Mrs C Irwin

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5 May 2016

To: Members of Lindfield Parish Council

You are hereby summoned to attend the **Annual Meeting of Lindfield Parish Council** to be held on **Thursday, 12 May 2016** at the **King Edward Hall, Lindfield (Jubilee Room)** at **8.00 p.m.** to transact the following business:

AGENDA

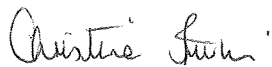
1. Election of Chairman.
2. To receive the Chairman's Declaration of Acceptance of Office, or if not then received, to decide when it shall be received.
3. Election of Vice Chairman.
4. To receive and accept apologies and reasons for absence
5. To receive Declarations of Interest by Members in respect 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.
6. To confirm and sign the Minutes and Confidential Minutes of the Council meeting held on 10 March 2016 (*previously circulated*).
7. To review and confirm the delegation arrangements to committees, sub committees and officers (*Scheme of Delegation attached*).
8. To appoint committees, review their terms of reference (*see the Scheme of Delegation, item 7*) and to appoint members to committees (*the Chairman and Vice Chairman of Council are, ex officio, voting members of every committee*).
 - Environment and Amenities Committee
 - Finance and General Purposes Committee
 - Planning and Traffic Committee
 - Complaints Committee
9. To review and confirm Standing Orders and Financial Regulations (*previously circulated*).
10. To appoint representatives to outside bodies and to agree arrangements for reporting back:
 - Two representatives to West Sussex ALC Ltd
 - Two representatives to the Mid Sussex Association of Local Councils
 - One representative to liaise with the Police - Police Neighbourhood Panel.
 - One representative to the Scrase Valley LNR Steering Committee.
 - One representative to the Mid-Sussex Older People's Council
 - One representative to the River Ouse Stakeholders Group
 - Four representatives on the Lindfield Neighbourhood Plan Joint Working Party

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

11. Review of inventory of land and assets including buildings and office equipment. (summary *to follow*)
12. Confirmation of arrangements for insurance cover in respect of all insured risks.
13. Review of the Council's and/or staff membership of other bodies and to consider the payment of any subscriptions falling to be paid annually (*attached*).
14. Review of Council's Complaints Procedure (*previously circulated*).
15. To establish/review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998.
16. To review the Council's policy for dealing with the press/media (*previously circulated*).
17. Arrangements for setting the dates, times and place of ordinary meetings of the Council for the year ahead.
18. To consider arrangements necessary to review the pay and conditions of service of existing members of staff.
19. 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).
20. Chairman's announcements.
21. Police / Neighbourhood Police Panel Report.
22. Reports by County Councillor / District Councillors.
23. Action list (*attached*).
24. Consultation Documents - to note / consider documents received.
25. To receive the Minutes of the meetings of the Environment and Amenities Committee held on 7 April 2016 (*previously circulated*) and to confirm their recommendations. Report by Councillor Blunden to include:
 - i) Wilderness Field: to consider recommendation of the E&A Committee that the Council should make an approach to Mid Sussex District Council regarding the Parish Council's long standing interest in negotiating the transfer of the Wilderness Field to Lindfield Parish Council now that it is in MSDC's ownership.
26. To receive the Minutes of the meetings of the Planning and Traffic Committee held on 8 March, 29 March and 19 April 2016 (*previously circulated*) and to confirm their recommendations. Report by Councillor Gomme to include:
 - i) Neighbourhood Plan update
 - ii) Traffic Study update.
27. To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 3 March 2016 (*previously circulated*) and to confirm their recommendations. Report by Councillor Henton.
 - i) Statements of Account/Budget Progress and Bank Reconciliation for the periods 01.02.16 to 29.02.16 and 01.03.16 to 31.03.16 (*to follow*) and 01.04.16 to 30.04.16 (*to follow, if available*).
 - ii) List of cheques for approval (*to follow*).

28. To note the revised timetable for the approval of the Annual Return and the Year End Accounts for the year ended 31 March 2016 (External Auditor's Instruction Letter and report from Clerk (*previously circulated*)).
29. Parish Meeting held on 28 April 2016: to receive and consider resolutions passed by the electors:
- i) "That Lindfield Parish Council should drop the current plan [for building public toilet facilities on Lindfield Common adjacent to Edge Lea, Backwoods Lane] now to avoid further waste of funds and continued anxiety for a number of residents".
 - ii) "That Lindfield Parish Council should arrange for an independent options appraisal to be carried out which takes full account of a health and safety appraisal and full risk assessment in relation to the proposed location to protect the reputation of the Council.
30. Public toilets on the Common: to consider any action further to consideration of the Parish Meeting resolutions to be discussed at item 29 above.
31. Community Service Awards (MSDC): to consider nominations for 2016 (email from the PA to the MSDC Chairman 28.04.16, *previously circulated*)
32. 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.
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Signed



Christine Irwin
Clerk to the Council

Cc: WSCC Cllr. Mrs. C. Field
MSDC Cllr. Mr. A. Lea
MSDC Cllr. Mrs. A. Lea
Mid Sussex Times