

Lindfield Parish Council

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Parish Clerk: Mrs C Irwin

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1 May 2013

To: Members of Lindfield Parish Council

You are hereby summoned to attend the **Annual Meeting of Lindfield Parish Council** to be held on **Thursday, 9 May 2013** 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 elect a Chairman.
2. To receive Declaration of Acceptance of Office of Chairman (to include an undertaking to observe the Code of Conduct adopted by the Council) or, if not then received, to decide when it shall be received.
3. To elect a Vice Chairman.
4. To accept apologies for absence.
5. To receive Declarations of Interest by Members in respect of any Items on the Agenda.
6. To confirm and sign the Minutes of the Council meeting held on 14 March 2013 (*previously circulated*).
7. To appoint committees, review their terms of reference (*attached*) and receive nominations for membership of committees:
 - Environment and Amenities Committee
 - Finance and General Purposes Committee
 - Planning and Traffic Committee
 - Complaints Committee
8. Arrangements for review and adoption of Standing Orders and Financial Regulations.
9. To appoint representatives to outside bodies and to agree arrangements for reporting back:
 - Two representatives to the Mid Sussex Association of Local Councils/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
 - Two non-voting representatives to the Central Mid Sussex County Local Committee
 - One representative to the River Ouse Stakeholders Group
 - Four representatives on the Lindfield Neighbourhood Plan Joint Working Party
10. To review inventory of land and assets including buildings and office equipment.
11. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
12. Review of the Council's and/or employees' membership of other bodies and to consider the payment of any subscriptions falling to be paid annually (*Details circulated herewith*)

13. Arrangements for review of Council's Complaints Procedure.
14. Arrangements to establish/review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998.
15. Arrangements to establish/review the Council's policy for dealing with the press/media.
16. Arrangements for setting the dates, times and place of ordinary meetings of the Council for the year ahead.
17. To consider arrangements necessary to review the pay and conditions of service of existing members of staff
18. 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).Chairman's announcements.
19. Report on Police Priorities.
20. Reports by County Councillor / District Councillors.
21. Action list (*attached*).
22. Consultation Documents - to note / consider documents received (*attached*).
23. To receive the Minutes of the meetings of the Planning and Traffic Committee held on 26 February, 19 March, 9 April (*previously circulated*) and 30 April 2013 (*to follow*) and to confirm their recommendations. Report by Councillor Gomme.
24. To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 7 March 2013 (*previously circulated*) and to confirm their recommendations. Report by Councillor Henton to include:
 - i) Statements of Account/Budget Progress for the period 01.03.13 to 31.03.13 (*previously circulated*) and 01.04.13 to 30.04.13 (*to follow, if available*).
 - ii) List of cheques for approval (*to follow*).
25. To receive the Minutes of the meeting of the Environment and Amenities Committee held on 7 February and 4 April 2013 (*previously circulated*) and to confirm their recommendations. Report by Councillor Blunden.
26. To consider any matters raised at the Parish Meeting held on 11 April 2013.
27. To consider arrangements for handling a formal complaint received.
28. 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.
29. To consider whether a resolution should be moved under Standing Order No. 1 (c) "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".
 - i) Staffing matters.

Signed

Christine Irwin
Clerk to the Council

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