

Lindfield Parish Council

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Lindfield Enterprise Park
Lewes Road
Lindfield
West Sussex
RH16 2LH

Parish Clerk: Mrs C Irwin

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7 May 2014

To: Members of Lindfield Parish Council

You are hereby summoned to attend the **Annual Meeting of Lindfield Parish Council** to be held on **Thursday, 15 May 2014** 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 13 March 2014 (*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
 - One representative to the River Ouse Stakeholders Group
 - Four representatives on the Lindfield Neighbourhood Plan Joint Working Party
 - Lindfield Enterprise Park Shareholders
 - Gatwick Aripport Town and Parish Liaison Group
 - Lindfield Primary School Traffic Group
 - Wates Development Local Liaison Group
10. Arrangements for annual review of inventory of land and assets including buildings and office equipment.


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

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. Review of Council's Complaints Procedure (*draft to follow*).
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. Neighbourhood Police Panel Report.
20. Reports by County Councillor / District Councillors.
21. Action list (*attached*).
22. Consultation Documents - to note / consider documents received.
23. To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 6 March 2014 (*previously circulated*) and to confirm their recommendations. Report by Councillor Henton.
 - i) Statements of Account/Budget Progress and Bank Reconciliation for the periods 01.03.14 to 31.03.14 (*previously circulated*) and 01.04.14. to 30.04.14 (*to follow, if available*) and the quarterly Receipts and Payments Summary.
 - ii) List of cheques for approval (*to follow*).
24. To receive the Minutes of the meetings of the Environment and Amenities Committee held on 2 February and 3 April 2014 (*previously circulated*) and to confirm their recommendations. Report by Councillor Blunden.
25. To receive the Minutes of the meetings of the Planning and Traffic Committee held on 18 March, 7 April (*previously circulated*) and 29 April 2014 (*to follow*) and to confirm their recommendations. Report by Councillor Gomme.
26. To note and consider the report of the Internal Auditor following inspection on 12 May 2014 (*to follow*).
27. To agree the Year End Accounts for 2013/14 and the Annual Return for the year ended 31 March 2014 (*to follow*).
28. Property at 6 Denmans Lane: update on disposal of premises.
29. Neighbourhood Plan update: to include a report on the meeting of the Steering Group held on 8 May 2014 and to consider any recommendations.
30. To consider any matters raised at the Parish Meeting held on 10 April 2014.
31. 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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32. 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".
 33. Staffing matters.
 34. Property at 6 Denmans Lane: update on disposal of premises, further to item 28 (if deferred from public part of the meeting).
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Signed



Christine Irwin
Clerk to the Council

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