

# *Lindfield Parish Council*

Clock Tower House  
Lindfield Enterprise Park  
Lewes Road  
Lindfield  
West Sussex  
RH16 2LH

Parish Clerk: Mr A Funnell

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03 May 2018

**To: Members of Lindfield Parish Council**

You are hereby summoned to attend the **Annual Meeting of Lindfield Parish Council** to be held on **Thursday, 10 May 2018** at the **King Edward Hall, Lindfield (Jubilee Room)** at **8.00 p.m.** to transact the following business:

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## **A G E N D A**

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 of the Council meeting held on 15 March 2018 (*previously circulated*).
7. To review and confirm the delegation arrangements to committees, sub committees and officers, to appoint committees and review their terms of reference. (*Scheme of Delegation attached*).
8. 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.
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 the Mid-Sussex Older People's Council
  - Two representatives to the Lindfield Enterprise Park Shareholders group
  - Gatwick Airport Town and Parish Liaison Group
11. Review of inventory of land and assets including buildings and office equipment.
12. Confirmation of arrangements for insurance cover in respect of all insured risks.

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

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.
14. To note and confirm the list of direct debits and regular contracts.
15. Review of Council's Complaints Procedure.
16. To establish/review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998.
17. To review the Council's policy for dealing with the press/media.
18. Arrangements for setting the dates, times and place of ordinary meetings of the Council for the year ahead.
19. To consider arrangements necessary to review the pay and conditions of service of existing members of staff.
20. 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).
21. Chairman's announcements.
22. Reports by County Councillor / District Councillors.
23. Action list (*attached*).
24. Consultation Documents - to note / consider documents received.
25. Finance and General Purposes Committee.
  - i) Report by Councillor Henton on matters considered at the meeting held on 1 March 2018 (*Minutes previously circulated*) and 3 May 2018 (*Minutes to follow, if available*), to include:
  - ii) To note that the Pension Discretion Policy has been reviewed and submitted to WSCC
  - iii) Investment of funds: report.
  - iv) To receive the Report of the Internal Auditor (*Auditor's reports and Clerk's report attached*).
  - v) Annual Return 2017/18 Section 1: to approve by resolution the Annual Governance Statement 2017/18 (*previously circulated for the F&GP Meeting on 03.05.18 - blank document - to be completed at the meeting*).
  - vi) Annual Return 2017/18 Section 2 (Accounting Statements): (*previously circulated for the F&GP meeting on 03.05.18*).
    - i) to consider the Accounting Statements
    - ii) to approve by resolution the Accounting Statements for the financial year 2017/18.
  - vii) Setting of the date for the exercise of Electors' Rights: to confirm the dates for the public inspection period, as suggested by the External Auditors: Monday 4 June to Friday 13 July 2018 inclusive
  - viii) General Data Protection Regulations
  - ix) Proposed public toilets on the Common
  - x) To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 1 March 2018 (*previously circulated*) and 3 May 2018 (*if available*) and to confirm their recommendations.
  - xi) Statements of Account / Budget Progress and Bank Reconciliation for the periods 01.02.18 – 28.02.18 and 01.03.18 – 31.03.18 (*previously circulated*) and 01.04.18 - 30.04.18 (*to follow, if available*)
  - xii) List of cheques for approval (*to follow*).
26. Environment and Amenities Committee
  - i) Report by Councillor Blunden on matters considered at the meeting held on 5 April 2018 (*Minutes to follow*), to include any updates.
  - ii) To receive the Minutes of the meeting of the Environment and Amenities Committee held on 5 April 2018 and to confirm their recommendations.
27. Planning and Traffic Committee

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- i) Report by Councillor Snowling on matters considered at the meetings held on 13 March, 4 April, (Previously circulated) and 23 April (*Minutes to follow*)
  - ii) To receive the Minutes of the meetings of the Planning and Traffic Committee held on 13 March, 4 April and 23 April 2018 and to confirm their recommendations.
28. Parish Meeting held on 19 April 2018: to receive the Minutes of the meeting (*if available*) and to note any matters raised.
29. Annual Report for publication in Lindfield Life July edition: to approve draft, if available
30. Community Service Awards (MSDC): to consider nominations for 2018.
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.
32. 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).
33. Clock Tower House - Lease
34. Village Orderly

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Signed

*A. Funnell*

Andrew Funnell  
Clerk to the Council

Cc: West Sussex County Councillor, Lindfield and High Weald: Mr. A. Lea  
MSDC Ward Councillor: Mr. A. Lea  
MSDC Ward Councillor: Mrs. A. Lea  
Mid Sussex Times