

Lindfield Parish Council

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

Parish Clerk: Mr A Funnell

Tel: 01444 484115
e.mail: clerks@lindfieldparishcouncil.gov.uk

To: Members of Lindfield Parish Council

Date: 29 April 2021

You are hereby summoned to attend the **Annual Meeting of Lindfield Parish Council** to be held on **Thursday, 6 May 2021 at 7.00 p.m.** to transact the following business:

VIRTUAL MEETING 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 elect a Chairman & Vice Chairman for each Committee.
5. To receive and accept apologies and reasons for absence.
6. 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.
7. To confirm and sign the Minutes of the Council meeting held on 11 March 2021 (*previously circulated*)
8. General Power of Competence - The Parish Council resolves that, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.
9. 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, and Temporary Scheme of Delegation Covid-19 - attached*).
10. 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
11. To review and confirm:
 - i) Standing Orders and Financial Regulations.
 - ii) Code of Conduct for 2021/22
 - iii) Council's Complaints Procedure.
 - iv) Procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998 (including publication scheme).
 - v) Policy for dealing with the press/media.
 - vi) Council's and/or staff membership of other bodies and to consider the payment of any subscriptions falling to be paid annually.
10. To confirm arrangements for:
 - i) insurance cover in respect of all insured risks.
 - ii) setting the dates, times and place of ordinary meetings of the Council for the year ahead
 - iii) reviewing the pay and conditions of service of existing members of staff.
11. Review of inventory of land and assets including buildings and office equipment
12. 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

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

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- Two representatives to the Lindfield Enterprise Park Shareholders group
 - Gatwick Airport Town and Parish Liaison Group
13. To note and confirm the list of direct debits and regular contracts.
 14. 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).
 15. Action list (*attached*).
 16. Consultation Documents - to note / consider documents received.
 17. Finance and General Purposes Committee.
 - i) To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 4 March 2021(*previously circulated*)
 - ii) Statements of Account / Budget Progress and Bank Reconciliation for the periods 01.03.21 – 31.03.21 and 01.04.21 – 31.04.21 (*to follow, if available*)
 - iii) List of cheques for approval (*to follow*)
 18. Environment and Amenities Committee
 - i) To receive the Minutes of the meeting of the Environment and Amenities Committee held on 8 April (if available), and to confirm their recommendations.
 19. Planning and Traffic Committee
 - i) To receive the Minutes of the meeting of the Planning and Traffic Committee held on 9 March, 30 March, & 21 April, and to confirm their recommendations.
 20. To receive and consider the final report of the Internal Auditor and the Internal Audit report on the Annual Return.
 21. Annual Return 2020/21 Section 1: to approve by resolution the Annual Governance Statement 2020/21
 22. Annual Return 2020/21 Section 2 (Accounting Statements):
 - i) to consider the Accounting Statements.
 - ii) to approve by resolution the Accounting Statements for the financial year 2020/21.
 23. Setting of the date for the exercise of Electors' Rights: to confirm the 30-working day period for the exercise of public rights should start on or before the first working day of July 2021.
 24. Annual Report - To confirm the this will be delegated to the Clerk, in conjunction with the Council & Committee Chairs.
 25. 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.

Signed *A. Funnell* Andrew Funnell Clerk to the Council

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

Meeting held under the provisions of The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

This meeting will be conducted using Microsoft Teams:

If you would like to attend the meeting, please email: clerks@lindfieldparishcouncil.gov.uk before 3pm on Thursday 6th May. Once your email request has been received, we will send you an invitation to join the meeting.

You do not need to have registered for Microsoft Teams to attend the meeting.

For more information regarding Microsoft Teams please see the following links:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>
<https://support.microsoft.com/en-us/office/join-a-meeting-without-a-teams-account-c6efc38f-4e03-4e79-b28f-e65a4c039508>
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

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