

Lindfield Parish Council

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Parish Clerk: Mr A Funnell

Date of issue: 19 August 2020

Members of Lindfield Parish Council are hereby summoned to attend the **EXTRAORDINARY MEETING of Lindfield Parish Council** to be held on **Tuesday 25 August 2020 at 6:50 p.m.** to transact the following business:

VIRTUAL MEETING AGENDA

1. To receive and accept apologies and reasons for absence
2. 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.
3. 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).
4. Denmans Lane Toilets – To approve quote for work necessary in order to re-open the Denmans Lane toilets.
5. Small & Rural Business Grant – To confirm whether to apply for grant of £10,000. Applications close on 28 August 2020.
6. Matters 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 *Andrew Funnell*

Andrew Funnell
Clerk to the Council

Cc: Mid Sussex Times
Cllr Andrew Lea (WSCC & MSDC) Cllr Anthea Lea (MSDC) Cllr Johnathan Ash-Edwards (MSDC)

This meeting is being held under the provisions made on the 4 April 2020, when the government brought The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely.

This meeting will be conducted using Microsoft Teams.

If you would like to receive an invite to the meeting please email: clerks@lindfieldparishcouncil.gov.uk

Please email no later than 3pm on Tuesday 25th August 2020. Once your email request has been received, we will then email 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>

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