

# Lindfield Parish Council

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RH16 2LH

Parish Clerk: Mr A Funnell

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**To: Members of Lindfield Parish Council**

3 December 2021

You are hereby summoned to attend the **ADDITIONAL MEETING of Lindfield Parish Council** to be held on **Thursday, 9 December 2021** at the **King Edward Hall, Lindfield (Jubilee Room)** at **8.00 p.m.** to transact the following business:

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Welcome and emergency announcements

## 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. 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.
5. Appointment of Village Orderly: to receive a report from the Recruitment Panel and to consider ratification of any provisional offer of appointment made by the Panel following interviews on 8 December 2021.
6. To consider any matters relating to the terms and conditions of employment in respect of the post of Village Orderly and to approve the draft contract of employment - to follow (confidential).

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Signed  
*Andrew Funnell*

Andrew Funnell  
Clerk to the Council

Cc: Cllr. Mr. G. Wall (WSCC)  
Cllr. Mr. J. Ash-Edwards (MSDC)  
Cllr. Mr. A. Lea (MSDC)  
Cllr. Mrs. A. Lea (MSDC)

Next meeting: 13 January 2022

Covid-19 meeting attendance advice:

- do not attend the meeting following a positive test / if required to isolate.
- a reminder that the government recommends twice-weekly Rapid Lateral Flow testing is undertaken if you do not have symptoms.
- face coverings to be worn upon entering the building until seated, whenever seats are vacated and until outside the building.
- WC blocks are limited to one user at a time (with face coverings being worn).
- we recommend that Smart Phone users check in to the KEH using the QR codes displayed and that attendees will be required to provide contact details which will be retained for three weeks for NHS Track and Trace purposes.

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