

# Lindfield Parish Council

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

Tel: 01444 484115  
e.mail: clerks@lindfieldparishcouncil.gov.uk  
Parish Clerk: Mr A Funnell

Date of issue: 10 May 2019

**Members of Lindfield Parish Council** are hereby summoned to attend the **Annual Meeting of Lindfield Parish Council** to be held on **Tuesday, 16 May 2019** at the **King Edward Hall, Lindfield (Jubilee Room)** at **8.00 p.m.** to transact the following business:

## A G E N D A

1. Election of Chairman.
2. To receive the Chairman's Declaration of Acceptance of Office.
3. To elect a Vice Chairman.
4. To receive Councillors' Declarations of Acceptance of Office (to include an undertaking to observe the Code of Conduct adopted by the Council – *attached*) or, if not then delivered, to resolve for this to be done at a later date.
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 14 March 2019 (*previously circulated*).
8. To confirm that all Councillors have received a Register of Interests form (to be completed and returned to the Clerk within 28 days of Councillors becoming elected).
9. Arrangements for co-option to fill three vacancies following the uncontested election.
10. To review and confirm the delegation arrangements to committees, sub committees and officers.
11. 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
12. To review and confirm Standing Orders and Financial Regulations.
13. To appoint representatives to outside bodies and to agree arrangements for reporting back.
14. Review of inventory of land and assets including buildings and office equipment.
15. Confirmation of arrangements for insurance cover in respect of all insured risks.
16. 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.
17. To note and confirm the list of direct debits and regular contracts.
18. Review of Council's Complaints Procedure.

---

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

# *Lindfield Parish Council*

19. To establish/review the Council's procedures for handling requests made under the Freedom of Information Act 2000, Data Protection Act 1998, and General Data Protection Regulations 2018.
20. To establish/review the Council's policy for dealing with the press/media.
21. Arrangements for setting the dates, times and place of ordinary meetings of the Council for the year ahead.
22. To consider arrangements necessary to review the pay and conditions of service of existing members of staff
23. 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).
24. Chairman's announcements.
25. Reports by County Councillor / District Councillors.
26. Action list.
27. Consultation Documents - to note / consider documents received.
28. Planning and Traffic Committee
  - i) Report by Councillor Plass on matters considered at the meetings held on 26 March, and 23 April, (Previously circulated)
  - ii) To receive the Minutes of the meetings of the Planning and Traffic Committee held on 26 March, 23 April and to confirm their recommendations.
29. Finance and General Purposes Committee:
  - i) Report by Councillor Henton on matters considered at the meeting held on 7 March 2019 and to confirm their recommendations.
  - ii) To receive the Report of the Internal Auditor (Auditor's reports and Clerk's report attached).
  - iii) Annual Return 2018/19 Section 1: to approve by resolution the Annual Governance Statement 2018/19 (blank document - to be completed at the meeting).
  - iv) Annual Return 2018/19 Section 2 (Accounting Statements).
    - a. to consider the Accounting Statements
    - b. to approve by resolution the Accounting Statements for the financial year 2018/19.
  - v) 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 3 June to Friday 12 July 2019 inclusive
  - vi) Statements of Account/Budget Progress and Bank Reconciliation for the periods 01.03.19 to 31.03.19 (*previously circulated*) and 01.04.19 to 30.04.19 (*to follow, if available*).
  - vii) List of cheques for approval.
  - viii) Toilets on the Common:
    - a. Update
    - b. To consider latest professional fee schedule
30. Environment and Amenities Committee
  - i) Report by Councillor Blunden on matters considered at the meeting held on 4 April 2019
  - ii) To receive the minutes of the meeting held on 4 April 2019 (*previously circulated*) and to confirm their recommendations.
31. To receive report on Risk Assessment.
32. To approve Annual Report 2018/19 for publication in Lindfield Life magazine.
33. Community Service Awards (MSDC): to consider nominations for 2019.

---

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

# *Lindfield Parish Council*

34. 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.
35. Exclusion of the public [and press]: to consider whether a resolution should be moved under Standing Order No. 3(d) 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.
36. Clock Tower House - Lease
37. Staffing matters:
  - i) Local Government Pension Scheme
  - ii) Staff remuneration.

---

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)