

# Lindfield Parish Council

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

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Parish Clerk: Mr A Funnell

Date of issue: 6 September 2019

**Members of Lindfield Parish Council** are hereby summoned to attend the **Annual Meeting of Lindfield Parish Council** to be held on **Thursday, 12 September 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. Talk by Tom Clarke (MSDC Head of Legal Services) on code of conduct and standards.
2. To receive and accept apologies and reasons for absence.
3. 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.*
4. To confirm and sign the Minutes of the Council meetings held on 11 July & 1 August 2019 (*previously circulated*).
5. 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).
6. Chairman's announcements.
7. Reports by County Councillor / District Councillors.
8. Action list.
9. Consultation Documents - to note / consider documents received.
10. Planning and Traffic Committee
  - i) Report by Councillor Plass on matters considered at the meetings held on 16 July, 1 August, and 27 August 2019, (Previously circulated)
  - ii) To receive the Minutes of the meetings of the Planning and Traffic Committee held on 16 July, 1 August and 27 August and to confirm their recommendations.
11. Finance and General Purposes Committee:
  - i) Report by Councillor Henton on matters considered at the meetings held on 4 July 2019 & 5 September (Minutes to follow, if available).
  - ii) To receive the Minutes of the meetings of the Finance and General Purposes Committee held 4 July & 5 September 2019 (if available) to confirm their recommendations.
  - iii) Statements of Account / Budget Progress and Bank Reconciliation for the periods: 1-30 June, 1-31 July, & 1-31 August 2019 and the quarterly Receipts and Payments Summary.
  - iv) Toilets on the Common – update.
  - v) Budget 2020/2021.
  - vi) Office Equipment.
  - vii) Business Plan.
  - viii) Social Media.
  - ix) List of cheques & debt card payments for approval.
12. Environment and Amenities Committee
  - i) Report by Cllr Blunden on matters considered at the meeting held on 1 August 2019

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

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- ii) To receive the minutes of the meeting held on 1 August 2019 (*previously circulated*) and to confirm their recommendations.
  - iii) Hickmans Lane Playground – To confirm E&A Committee recommendation that the Council gift a piece of play equipment to Mid Sussex District Council.
13. 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.
14. 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.
15. Clock Tower House - Lease
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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)