

# 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: 7<sup>th</sup> May 2020**

You are hereby summoned to attend the **Annual Meeting of Lindfield Parish Council** to be held on **Thursday, 14 May 2020** at **7.00 p.m.** to transact the following business:

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## VIRTUAL 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 receive and accept apologies and reasons for absence
  5. 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.*
  6. To confirm and sign the Minutes of the Council meeting held on 12 March 2020 (*previously circulated*).
  7. 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 attached*).
  8. 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
  9. To review and confirm:
    - i) Standing Orders and Financial Regulations.
    - ii) Council's Complaints Procedure.
    - iii) Procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998
    - iv) Policy for dealing with the press/media.
    - v) 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
    - 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).
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**Members of the public and the press have a right to attend meetings of the Council and its Committees.**

15. Chairman's announcements.
  16. Reports by County Councillor / District Councillors.
  17. Action list (*attached*).
  18. Consultation Documents - to note / consider documents received.
  19. Finance and General Purposes Committee.
    - i) Report by Councillor Henton on matters considered at the meeting held on 5 March 2020 (*Minutes previously circulated*) and 7 May 2020 (*Minutes to follow, if available*).
    - ii) To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 5 March 2020 (*previously circulated*) and 7 May 2020 (*if available*) and to confirm their recommendations.
    - iii) Statements of Account / Budget Progress and Bank Reconciliation for the periods 01.03.20 – 31.03.20 and 01.04.20 – 31.04.20 (*to follow, if available*)
    - iv) List of cheques for approval (*to follow*).
  20. Environment and Amenities Committee – to note that the last meeting was cancelled due to Covid-19
  21. Planning and Traffic Committee
    - i) Report by Councillor Plass on delegated decisions (due to cancelled meetings) and matters considered at the meeting held on 12 May 2020 (if available).
    - ii) To receive the Minutes of the meeting of the Planning and Traffic Committee held on 12 May 2020 (if available) and delegate decision reports (31 March and 21 April 2020), and to confirm their recommendations.
  22. Annual Report - To confirm the this will be delegated to the Clerk, in conjunction with the Council & Committee Chairs.
  23. 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.
  24. 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 (staffing matters).
  25. Clock Tower House – Lease – To confirm recommendations of report.
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Signed

*A. Funnell*

Andrew Funnell  
Clerk to the Council

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

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](mailto:clerks@lindfieldparishcouncil.gov.uk)

Please email no later than 3pm on Thursday 14<sup>th</sup> May 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>

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