

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

Date: 10 July 2020

To: Members of Lindfield Parish Council

You are hereby summoned to attend the meeting of **Lindfield Parish Council** to be held on **Thursday, 16 July 2020 at 7.00 p.m.** via Microsoft Teams to transact the following business:

VIRTUAL 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. To confirm and sign the Minutes of the meetings of Council held on 11 June 2020 (*previously circulated*)
4. 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*).
5. Chairman's announcements.
6. Reports by County Councillor / District Councillors.
7. Action list (*attached*).
8. Consultation Documents - to consider any documents received:
 - i) Code of Conduct
9. Planning and Traffic Committee.
 - i) Report by Planning and Traffic Committee Chairman/Vice Chairman on matters considered at the meetings held on 2 June, 23 June, & 14 July.
 - ii) To receive the Minutes of the meetings of the Planning and Traffic Committee held on: 12 May, 2 June, 23 June, & 14 July, and to confirm their recommendations.
10. Environment and Amenities Committee.
 - i) Report by Councillor Blunden on matters considered at the meeting held on 11 June (Minutes previously circulated), to include any updates.
 - ii) To receive the Minutes of the meeting of the Environment and Amenities Committee held on 11 June and to confirm their recommendations.
 - iii) Festive Lighting – to approve quote for repair of festoon lighting repair.
11. Finance and General Purposes Committee.
 - i) Report by Councillor Henton on matters considered at the meetings held on 7 May & 11 July (Minutes to follow, if available), to include:
 - ii) To receive the Minutes of the meetings of the Finance and General Purposes Committee held 7 May to confirm their recommendations.
 - iii) Statements of Account / Budget Progress and Bank Reconciliation for the periods 1 April to 30 June: (if available) and the quarterly Receipts and Payments Summary (if available).
 - iv) Clock Tower House – to authorise payment of legal fees.
 - v) List of cheques & debt card payments for approval.
12. To receive and consider the final report of the Internal Auditor and the Internal Audit report on the Annual Return.
13. Annual Return 2019/20 Section 1: to approve by resolution the Annual Governance Statement 2019/20

14. Annual Return 2019/20 Section 2 (Accounting Statements):
 - i) to consider the Accounting Statements.
 - ii) to approve by resolution the Accounting Statements for the financial year 2019/20.
 15. Setting of the date for the exercise of Electors' Rights: to confirm the 30-working day period for the exercise of public rights should start on or before the first working day of September 2020.
 16. Internal Audit 2020/21: to confirm arrangements.
 17. Mid Sussex Applause – To note community awards scheme nominations are now open.
 18. 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.
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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)

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 Thursday 16th July 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>