

# 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: 3 November 2023

**To: Members of Lindfield Parish Council**

You are hereby summoned to attend the meeting of **Lindfield Parish Council** to be held on **Thursday, 9 November 2023** at **King Edward Hall, Lindfield** at **8 p.m.** to transact the following business:

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. **To confirm and sign the Minutes of the meetings of Council held on 14-Sep-23.**
4. **Questions/comments from members of the public.** *(Limited to a maximum of 15 minutes. In accordance with S.O 3 (e) – (g) each member of the public is entitled to speak once only in respect of business itemised on the agenda & 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 current consultations & agree on whether to respond.
9. **Planning, Traffic and Transport Committee (PT&T).**
  - i) Report by Cllr Upton on matters considered at the meetings held on 19-Sep-23, 10-Oct-23, & 31-Oct-23.
  - ii) To receive the Minutes of the meetings of the PT&T held on 19-Sep-23, 10-Oct-23, & 31-Oct-23, & to confirm their recommendations.
10. **Environment and Amenities Committee (E&A).**
  - i) Report by Cllr Blunden on matters considered at the meeting held on 5-Oct-23, to include any updates.
  - ii) To receive the Minutes of the meeting of the E&A held on 5-Oct-23, & to confirm their recommendations *(if available)*.
  - iii) Climate Change – Update from Cllr Wood.
11. **Finance and General Purposes Committee (F&GP)** *(reports attached).*
  - i) Report by Cllr Pickett on matters considered at the meeting held on 2-Nov-23, to include any updates.
  - ii) To receive the Minutes of the meeting of the F&GP held on 7-Sep-23, & to confirm their recommendations *(if available)*.
  - iii) Budget Progress including General Reserves expenditure to 30-Sep-23.
  - iv) Bank reconciliation (cash and investments) to 30-Sep-23 – To sign statement.
  - v) Summary of receipts and payments to 30-Sep-23.
  - vi) To note the list of payments to the 9-Nov-23 and authorise payments.
  - vii) Policy documents – To ratify documents
12. **Plan 2023-27** – To consider draft for implementation *(attached)*.
13. **Standing Orders** – To consider amending *(attached)*.
14. **Budget 2024/25** – To consider latest report *(report to follow)*.
15. **Combers Trust** – To consider re-appointment of trustee *(letter attached)*.
16. **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.
17. **Exclusion of the public [and press]:** to consider whether a resolution should be moved under S.O 3(d) & in accordance with the Public Bodies Admission to Meetings Act 1960 S1(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).
18. **Clock Tower House Lease - Update**

Signed

*Andrew Funnell*

Cc:

WSCC:

MSDC:

Cllr. Mr. G. Wall

Cllr. Mrs. A-M. Cooke & Cllr. Mr. C. Wood

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

