

# Lindfield Parish Council

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Parish Clerk: Mr A Funnell

Date of issue: 10 May 2024

**Members of Lindfield Parish Council** are hereby summoned to attend the **Annual Meeting of Lindfield Parish Council** to be held on **Thursday, 16 May 2024** 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. To elect a Chair (*report attached*).
2. To receive the Chair's Declaration of Acceptance of Office.
3. To elect a Vice-Chair (*report attached*).
4. To receive Councillors' Declarations of Acceptance of Office (to include an undertaking to observe the Code of Conduct adopted by the Council) 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 21 March 2024 (*previously circulated*).
8. General Power of Competence - The Parish Council resolves that, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.
9. To review and confirm the delegation arrangements to committees, and officers, to appoint committees and review their terms of reference.
10. To confirm the Council has the following procedures in place:
  - i. Standing Orders and Financial Regulations.
  - ii. Code of Conduct for 2024/25.
  - iii. Council's Complaints Procedure.
  - iv. Procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998 (including publication scheme).
  - v. IT Policies.
  - vi. Policy for dealing with the press/media.
  - vii. Council's and/or staff membership of other bodies and to consider the payment of any subscriptions falling to be paid annually.
11. 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.
12. Review of inventory of land and assets including buildings and office equipment.
13. 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
14. To note and confirm the list of direct debits and regular contracts.
15. 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.**

# *Lindfield Parish Council*

16. Chairman's announcements.
17. Reports by County Councillor / District Councillors.
18. Consultation Documents - to note / consider documents received.
19. Planning and Traffic Committee
  - i) To receive the Minutes of the meetings of the Planning and Traffic Committee held on 2 April, 23 April and 14 May 2024, and to confirm their recommendations.
20. Finance and General Purposes Committee:
  - i) To receive the Minutes of the meetings of the Finance and General Purposes Committee held 7 March and 2 May (if available) and to confirm their recommendations
  - ii) Budget Progress including General Reserves expenditure to 31 March 2024.
  - iii) Bank reconciliation (cash and investments) to 31 March 2024.
  - iv) Summary of receipts and payments to 31 March 2024.
  - v) List of payments for approval (*to follow*).
21. Environment and Amenities Committee.
  - i) To receive the minutes of the meeting held on 4 April 2024 (*if available*) and to confirm their recommendations.
22. To approve arrangements for the Annual Report 2023/24 for publication in Lindfield Life magazine.
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.

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Signed *Andrew Funnell*

Andrew Funnell  
Clerk to the Council

Cc: Cllr Garry Wall (WSCC)  
Cllr Anne-Marie Cooke (MSDC)  
Cllr Cavan Wood (MSDC)