

CUCKFIELD PARISH COUNCIL

Queen's Hall, High Street, Cuckfield, RH17 5EL



To the members of **Cuckfield Parish Council**

You are hereby summoned to attend the Thirty Third Annual Meeting of the Parish Council in the Queen's Hall at **7.30pm** on **Thursday 3rd May 2017** to transact the following business:

AGENDA

- 1) To elect a Chairman and Vice Chairman.
- 2) To receive Declarations of Acceptance of Office of Chairman and Vice Chairman or, if permitted by Council, at a later date fixed by the Council.
- 3) To receive apologies for absence.
- 4) To report any changes to Councillor Register of Interests and note requirements of the Code of Conduct.
- 5) To receive declarations of interest from Members in respect of any matter on the agenda. The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it.
- 6) To receive any resignation(s) of Councillor(s) and consider arrangements to fill vacancy/ies arising.
- 7) Public Question Time: Members of the public are invited to put questions or to draw relevant matters regarding items on the agenda to the Council's attention for **ten minutes** prior to the commencement of business.
- 8) To receive and consider applications for Co-option.
- 9) To receive the declaration of the newly appointed Councillor.
- 10) To receive written reports from the District Councillor and County Councillor.
- 11) To approve the minutes of the meeting held on 22nd February 2018 (previously circulated).
- 12) To receive a report regarding any matters arising from the minutes not included elsewhere on the agenda.
- 13) To review and (re)adopt Standing Orders and Financial Regulations (attached).
- 14) To consider a review of the Standing Committees for the Year 2018/2019, appoint and review their terms of reference (attached), delegation of functions, receive nominations for membership of committees and consider the appointment of the chairman of Committees:
 - i) Community Buildings Committee
 - ii) Environment Committee
 - iii) Finance & General Purposes Committee
 - iv) Planning Committee
 - v) Roads & Traffic Committee
 - vi) Estates Committee
- 15) To appoint representatives to and agree arrangements for reporting back from:
 - i) West Sussex ALC Ltd (two representatives)
 - ii) Cuckfield Museum Trust (one representative)
 - iii) Blunts Wood Steering Committee (one representative)

- iv) Emergency Planning Liaison Group (one representative)
 - v) County Local Committee (one representative)
 - vi) Neighbourhood Watch (one representative)
 - vii) Mid Sussex Association of Local Councils (one representative)
- 16) Town & Parish Strategic Liaison Group (two representatives)
- 17) To review and agree authorised signatories on the Council's bank accounts.
- 18) To review arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities (to follow).
- 19) Review and confirm arrangements the following items (copies available in the Parish Office):
- i) Inventory of land and assets including buildings and office equipment.
 - ii) Insurance arrangements in respect of all insured risks
- 20) To consider the recruitment of a company to provide GDPR advice and to act as the DPO on behalf of Cuckfield Parish Council (quotes attached).
- 21) To consider Cuckfield Parish Council's response to the following consultations (previously circulated):
- i) Fire Brigade
 - ii) Bus Strategy
 - iii) Police & Crime
 - iv) National Planning Policy Framework
- 22) To note the letter received regarding a personal injury claim against the Parish Council for the period 1971-1976 (previously circulated).
- 23) To determine the time and place of ordinary meetings of the Full Council up to and including the next Annual Meeting of Full Council (attached).
- 24) To consider the Internal Auditor for the year 2017/18.
- 25) To consider the provisional end of year 2017/18 financial statement and approve the schedule of payments (to follow).
- 26) To note the actions of the following committees:
- i) Community Buildings Committee
 - ii) Environment Committee
 - iii) Finance Committee
 - iv) Planning Committee
 - v) Roads and Traffic Committee
 - vi) Estates Committee
- 27) To receive a report on the year to date finances and budget review (to follow).
- 28) To review the Business Plan and prioritise projects for 2018-19.
- 29) Confidential Business: Staff Matters
To consider whether to resolve to exclude the press, broadcast media and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted.
- 30) To review the recent South East Water crisis.
- 31) To agree budget for ongoing website support from Buffalo.
- 32) To review the damage to Buttinghill gates and Twitten fences and appropriate action.
- 33) To review quotes for moving the speed limit signs on the B2036 and the installation of the flower basket.
- 34) To note items arising after the preparation of this Agenda which the Chairman agrees to take as urgent. **Such matters will be for noting only or deferral to a future meeting only.**

Sam Heynes
Clerk to the Parish Council, 27th April 2018

Please note that this meeting will be immediately followed by six committee meetings to elect Chairman and/or Vice Chairman of each committee (see next page).

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To the members of the Community Buildings Committee

You are hereby summoned to attend the next meeting of the Community Buildings Committee in the Queen's Hall to follow the Annual General Meeting on Thursday 3rd May 2018 to transact the following business

1. To elect the Chairman and/or Vice Chairman of the Community Buildings Committee

To the members of the Environment Committee

You are hereby summoned to attend the next meeting of the Environment Committee in the Queen's Hall to follow the Annual General Meeting on Thursday 3rd May 2018 to transact the following business

1. To elect the Chairman and/or Vice Chairman of the Environment Committee

To the members of the Finance Committee

You are hereby summoned to attend the next meeting of the Finance Committee in the Queen's Hall to follow the Annual General Meeting on Thursday 3rd May 2018 to transact the following business

1. To elect the Chairman and/or Vice Chairman of the Finance Committee

To the members of the Planning Committee

You are hereby summoned to attend the next meeting of the Planning Committee in the Queen's Hall to follow the Annual General Meeting on Thursday 3rd May 2018 to transact the following business

1. To elect the Chairman and/or Vice Chairman of the Planning Committee

To the members of the Roads & Traffic Committee

You are hereby summoned to attend the next meeting of the Roads & Traffic Committee in the Queen's Hall to follow the Annual General Meeting on Thursday 3rd May 2018 to transact the following business

1. To elect the Chairman and/or Vice Chairman of the Roads & Traffic Committee

To the members of the Estates Committee

You are hereby summoned to attend the next meeting of the Estates Committee in the Queen's Hall to follow the Annual General Meeting on Thursday 3rd May 2018 to transact the following business

1. To elect the Chairman and/or Vice Chairman of the Estates Committee