

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-Fourth Annual Meeting of the Parish Council in the Queen's Hall at **7.30pm** on **Thursday 16th May 2019** to transact the following business:

AGENDA

- 1) To elect a Chair and Vice Chair.
- 2) To receive Declarations of Acceptance of Office of Chairman and Vice Chairman or, if permitted by Council, before or at a later date fixed by the Council.
- 3) To receive Declarations of Acceptance of Office of newly elected Councillors or, if not received, to decide when they shall be received.
- 4) To receive apologies for absence.
- 5) To receive Councillor Register of Interests and note requirements of the Code of Conduct.
- 6) 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.
- 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 written reports from the District Councillor and County Councillor.
- 9) To approve the minutes of the meeting held on 24th January 2019 and the EGM held on 25th April 2019 (previously circulated).
- 10) To receive a report regarding any matters arising from the minutes not included elsewhere on the agenda.
- 11) To note the Full Council action list.
- 12) To review and (re)adopt Standing Orders and Financial Regulations (attached).
- 13) To consider a review of the Standing Committees for the Year 2019/2020, appoint and review their terms of reference (attached), delegation of functions, receive nominations for membership of committees and consider the appointment of the Chair of Committees:
 - i) Environment, Community and Assets
 - ii) Planning
 - iii) Roads & Traffic
 - iv) Human Resources
 - v) Finance & General Purposes
- 14) General Power of Competence:
 - i) To agree that the Parish Council meets the criteria for eligibility (two thirds elected members and CiLCA-qualified Clerk)
 - ii) To agree to adopt the General Power of Competence
- 15) To appoint representatives to and agree arrangements for reporting back from:
 - i) West Sussex ALC Ltd (two representatives)

- ii) Cuckfield Museum Trust (two representatives)
 - 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)
 - viii) Town & Parish Strategic Liaison Group (two representatives).
- 16) To review and agree authorised signatories on the Council's bank accounts.
- 17) 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).
- 18) To consider the Internal Auditor for the year 2019/20.
- 19) 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
- 20) To review the Chair's report for the Annual Parish Meeting (to follow).
- 21) 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.
- i) To ratify the finalised new Operations Officer Job Description and salary.
 - ii) To ratify the new NJC Pay Scales effective 1st April for all staff (to follow).
- 22) 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, PSLCC, CILCA
Clerk to the Parish Council, 7th May 2019

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

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To the members of the Planning 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 16th May 2019 to transact the following business

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

To the members of the Environment, Community & Assets Committee

You are hereby summoned to attend the next meeting of the Environment, Community & Assets Committee in the Queen's Hall to follow the Annual General Meeting on Thursday 16th May 2019 to transact the following business

1. To elect the Chair and/or Vice Chair of the Environment, Community & Assets Committee

To the members of the Human Resources Committee

You are hereby summoned to attend the next meeting of the Human Resources Committee in the Queen's Hall to follow the Annual General Meeting on Thursday 16th May 2019 to transact the following business

1. To elect the Chair and/or Vice Chair of the Human Resources 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 16th May 2019 to transact the following business

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

To the members of the Finance & General Purposes Committee

You are hereby summoned to attend the next meeting of the Finance & General Purposes Committee in the Queen's Hall to follow the Annual General Meeting on Thursday 16th May 2019 to transact the following business

1. To elect the Chair and/or Vice Chair of the Finance & General Purposes Committee
