

# 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-Fifth Annual General Meeting of the Parish Council at **8.15** on **Thursday 14 May 2020** to transact the following business.

**To join this meeting please use the following Zoom link:**

<https://us02web.zoom.us/j/87232582727>

**Meeting ID: 872 3258 2727 Password: 391917**

**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.

## AGENDA

- FC001 To elect a Chairman and Vice Chairman.
- FC002 To receive Declarations of Acceptance of Office of Chairman and Vice Chairman or, if permitted by Council, at a later date fixed by Council.
- FC003 To receive apologies for absence.
- FC004 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.
- FC005 To approve the minutes of the Full Council meeting held on 23 April 2020 (previously circulated).
- FC006 To report any changes to the Register of Interests and note requirements of the Code of Conduct (attached).
- FC007 To receive written reports from the District Councillor and County Councillor (to follow).
- FC008 To receive a report from the Chairman (to follow).
- FC009 To note the Full Council action list (attached).
- FC010 To review and re-adopt Standing Orders and Financial Regulations (attached).
- FC011 To consider a review of the Standing Committees for the Year 2020/2021, 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:
  - a) Assets, Community & Environment,
  - b) Community Buildings,
  - c) Human Resources,
  - d) Planning,
  - e) Roads & Traffic (ToR to follow),
  - f) Finance & General Purposes.

- FC012 General Power of Competence:  
a) To ratify that the Parish Council meets the criteria for eligibility (two thirds elected members and CiLCA-qualified Clerk),  
b) To ratify the General Power of Competence.
- FC013 To appoint representatives to Outside Bodies and agree reporting arrangements (attached).  
a) West Sussex ALC Ltd (two representatives),  
b) Cuckfield Museum Trust (two representatives),  
c) Blunts Wood Steering Committee (one representative),  
d) Emergency Planning Liaison Group (one representative),  
e) County Local Committee (one representative),  
f) Neighbourhood Watch (one representative),  
g) Mid Sussex Association of Local Councils (one representative),  
h) Town & Parish Strategic Liaison Group (two representatives).
- FC014 To review and agree authorised signatories on the Council's bank accounts.
- FC015 To review arrangements, including any charters and agency agreements, with other local authorities (attached).
- FC016 Review and confirm arrangements for the following items (copies available in the Parish Office).  
a) Inventory of land and assets including buildings and office equipment,  
b) Insurance arrangements in respect of all insured risks.
- FC017 To ratify the time and place of ordinary meetings of the Full Council up to and including the next Annual Meeting of Full Council (attached).
- FC018 To note the actions of the following committees:  
a) Assets, Community and Environment Committee,  
b) Finance & General Purposes Committee,  
c) Full Council Committee,  
d) Planning Committee,  
e) Roads and Traffic Committee.
- FC019 To note progress made to date against the Business Plan (attached).
- FC020 To receive a report on the year to date finances and current reserves and approve the bank reconciliation statements for April 2020 (attached) (both NS&I and Unity Trust bank accounts).
- FC021 To consider the provisional end of year 2019/20 financial statement and approve the schedule of payments (to follow).
- FC022 To approve the Internal Auditor for the year 2020/21.
- FC023 To review and approve the amended Museum Lease (attached).
- FC024 To receive an update on the proposal for a temporary one-way system along London Lane during the Balcombe Road, Borde Hill Lane and Hanlye Lane road closures in June 2020.
- FC025 To receive an update regarding the land adjacent to the Queen's Hall garden.
- FC026 To consider offering a grant of £200.00 to 4 Sight Vision Support (attached).
- FC027 To consider approval to support Haywards Heath Emergency Food Hub for Cuckfield residents at £40 per family, per week, should this be required (attached).
- FC028 To consider approval to allow New England Wood Trust to use Queens Hall as their address (attached).

FC029 To receive a report on costs to replace the gas fire at Queen's Hall and approve a supplier (to follow).

FC030 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.**

*Caroline Hansen, Assistant Clerk, 7 May 2020*

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 Assets, Community & Environment Committee**

You are hereby summoned to attend the next meeting of the Assets, Community & Environment Committee on Thursday 14<sup>th</sup> May 2020 to transact the following business

**ACE001** To elect the Chair and/or Vice Chair of the Assets, Community & Environment Committee

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## **To the members of the Community Buildings Committee**

You are hereby summoned to attend the next meeting of the Community Building Committee on Thursday 14<sup>th</sup> May 2020 to transact the following business

**CB001** To elect the Chair and/or Vice Chair of the Assets, Community & Environment Committee

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## **To the members of the Human Resources Committee**

You are hereby summoned to attend the next meeting of the Human Resources on Thursday 14<sup>th</sup> May 2020 to transact the following business

**HR001** To elect the Chair and/or Vice Chair of the Human Resources Committee

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## **To the members of the Planning Committee**

You are hereby summoned to attend the next meeting of the Planning Committee on Thursday 14<sup>th</sup> May 2020 to transact the following business

**PL001** To elect the Chair and/or Vice Chair of the Planning Committee

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## **To the members of the Roads & Traffic Committee**

You are hereby summoned to attend the next meeting of the Roads & Traffic on Thursday 14<sup>th</sup> May 2020 to transact the following business

**RT001** To elect the Chair and/or Vice Chair of the Roads & Traffic Committee

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## **To the members of the Finance & General Purposes Committee**

You are hereby summoned to attend the next meeting of the Finance & General Purposes Committee on Thursday 14<sup>th</sup> May 2020 to transact the following business

**FGP001** To elect the Chair and/or Vice Chair of the Finance & General Purposes Committee