



The Queen's Hall  
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Cuckfield  
West Sussex  
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Sam Heynes: Parish Clerk  
clerk@cuckfield.gov.uk

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**To members of Cuckfield Parish Council**

**You are hereby summoned to attend the meeting of the Parish Council at 8.15pm on Thursday 5 November 2020 to transact the following business:**

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

<https://us02web.zoom.us/j/87112157617>

**Meeting ID: 871 1215 7617 Password: 321456**

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**

- FC067** To receive apologies for absence.
- FC068** 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 meeting, of an interest that has not been disclosed under this item you must immediately disclose it.
- FC069** To approve the minutes of the of the Full Council meeting held on 3 September 2020 (previously circulated).
- FC070** To receive written reports from the District Councillor and County Councillor (to follow).
- FC071** To receive a report from the Chairman (to follow).
- FC072** To note the Full Council Action List.
- FC073** To approve Bank Reconciliation Statements for September 2020 and October 2020 (to follow).
- FC074** To consider the year to date (20<sup>th</sup> October 2020) 2020-21 budget (previously circulated):
  - a. Review the latest budget position (to 20<sup>th</sup> October 2020), incorporating the loss of revenue caused by COVID19, and resolve further budget reductions for the remainder of the year to 31<sup>st</sup> March 2020 (to follow) to balance the forecast overspend.
  - b. To consider the budget forecast for 2021-2022 and make proposals in preparation for the Precept approval at the Finance & General Purposes committee meeting on 7<sup>th</sup> January 2021.
- FC075** To review the Business Plan and resolve what changes to make to the priority of existing items, and whether to include additional initiatives considering the income loss caused by COVID19
- FC076** To consider the Value for Money analysis commissioned by WSALC:
  - a. To resolve a response to the letter received from Tony Steer, Chairman of Bolney Parish Council and Chairman of Mid Sussex Association of Local Councils (MSALC).
  - b. To resolve a response to the communication received from WSALC Board members in explanation of their decision to commission the Value for Money analysis.

- c. To resolve how to respond to the questionnaire issued by WSALC as part of their Value for Money analysis.

- FC077** To resolve whether to proceed with the purchase of an additional Speed Indicator Device or an Automatic Number Plate Recognition camera (ANPR) (to follow).
- FC078** To consider the request from the Parochial Church Council to modify the level of the new north path pavers adjacent to the vestry steps, review the options identified and associated estimated costs and resolve how to proceed (to follow).
- FC079** To note the counter proposal received from Dignity Funerals to reduce the rent offered from £750 per annum to £500 per annum if the lease renewal is for 3 years instead of 5 years.
- FC080** To consider Courtmead Road Residents Association's request to transfer ownership of the unregistered lane and verges which run from Courtmead Road to Broad Street (attached).
- FC081** To receive a verbal update regarding Angela Fox Nature Garden.
- FC082** To ratify the RoSPA recommendations not carried out on the Skatepark (to follow).
- FC083** To consider the architect quotations received to prepare plans to install an external toilet at the Queen's Hall, and resolve how to proceed; options are to install a toilet beneath the decking, or to convert the cleaning cupboard back to a toilet with external access provided (attached).
- FC084** To consider initiatives Cuckfield Parish Council can organise or co-ordinate to provide additional support for the local community as a result of the COVID19 pandemic.
- FC085** To receive an update on Whitemans Green Allotment proposal (attached).
- FC086** To review and approve Clause 2.3 of the Allotment Rules and Guidelines (attached).
- FC087** To ratify the Christmas Scarecrow competition and resolve the value of the prizes.
- FC088** To review the cost to install timers on 8 lamp posts to connect to the Christmas street lights and resolve how to proceed.
- FC089** To approve and adopt the following new policies (attached):
- a. Staff Handbook
  - b. 43 – Acceptable Use of Computer, Internet and Email Facilities Policy
  - c. 44 – Maternity, Paternity & Adoption Leave Policy
  - d. 45 – Parental Leave Policy
  - e. 46 – Training & Development Policy
  - f. 47 – Flexible Working Policy
  - g. 48 – Appraisal Policy
- FC090** 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.

#### **Future Meetings:**

26<sup>th</sup> November 2020: Assets, Community & Environment  
17<sup>th</sup> December 2020: Community Buildings  
07<sup>th</sup> January 2021 F&GP (Precept Approval)  
28<sup>th</sup> January 2021 Full Council (Precept Sign Off)

**S Heynes**

**Parish Clerk, 30 October 2020**